

House rules

(a few elementary rules for a peaceful coexistence)

Planète Bleue is opened to students **aged 18 and more** without distinction of religion or nationality, as long as rooms are available.

The division into apartments implies certain rules aiming at a communal life based on the respect of others and a participation in the activities of the house.

1. Rented space

Planète Bleue rents furnished rooms to students who are willing to accept the house rules and the charter conditions. These rooms are intended for habitation only and must be used by the lodgers exclusively. Lodgers may use the following common premises :

- in the apartment : a kitchen, a dining space, a living room, bathrooms with shower and toilets
- the large inner courtyard
- a music room with a piano
- on the ground floor : a well-equipped laundry, a small cellar for two students.

If a student wishes to rent an individual cellar, a monthly rent of chf 10.- will be perceived.

2. Payment of the rent

The monthly rent is to pay in advance until the 5th day of the current month on a bank account or at the secretary's office.

3. Guarantee of payment

Upon the arrival, the lodgers are bound to deposit a guarantee of payment. The amount decided by the management is mentioned on the contract of lease, and will cover any damage or other costs deriving from the lease that could be attributed to the lodgers. This amount will be released at the end of the stay, or after the amount chargeable to the lodger has been deducted, should the occasion arise.

4. Collective civil liability insurance

A monthly collective civil liability insurance premium of chf 7.- will be demanded from any lodger at Planète Bleue.

The insurance is valid for damage caused during the duration of the lease contract -all over the world, with **-exception of USA and Canada.**

5. Residence tax

A monthly "taxe de séjour" of chf 37.- is to pay in addition to the rent to the "Taxe de séjour" Office in Lausanne. Are exempted -university exchange students, -bursary recipients, -students under contract of employment with the "impôt à la source" salary deduction, as well as students of Swiss nationality whose main or secondary address is registered in Lausanne.

6. Inventory of fixtures

An inventory of fixtures and furniture is drawn up at the beginning and at the end of the stay, also in case of Summer renting.

7. Duration of stay at Planète Bleue

All lease contracts will be concluded for a determined period of time. Students will inform the management of their future housing plans at least 75 days before the lease contract comes to

an end, by filling the questionnaire they will have received beforehand.

If students do not answer within the required time, the management will consider their room vacant at the end of the lease.

Generally, the duration of the stay at Planète Bleue is limited to 2 years.

Rents are adapted every year according to the evolution of the cost of living and the charges related to the building.

8. Lodgers are responsible for the Key that opens the entrance of the Centre, the doors of respectively the apartment, their room, their room cupboard, their personal kitchen cupboard, and the laundry. In case of loss, the price of a new key will be charged. **A deposit of chf 75.- will be requested when the key is delivered and refunded when returned.**

9. Lodgers have a **personal letterbox** at their disposal. In the event of a long absence or departure, lodgers will take the necessary steps to have their mail kept by the post office or to communicate their new address.

10. Lodgers, even when absent, are strictly forbidden to shelter people not belonging to Planète Bleue without authorisation. In case of a **visit of a friend or relative**, an extra mattress can be asked for the room. Additional rent is demanded. **The duration of each stay will be of 5 days maximum.**

11. **Animals** are not allowed.

12. Introduction and consumption in Planète Bleue of all kind of drugs, hashish and marijuana included, are strictly forbidden

13. For ventilation reasons and out of respect for flatmates, **smoking is strictly forbidden, including in the rooms.**

14. a) Lodgers are responsible for the furniture of their room.

It is not allowed to remove furniture from the room as well as objects at disposal in common premises will have to stay in their place.

Lodgers are bound to report any damage to the management and pay for repairs (real estate is covered by the collective civil liability insurance, should the occasion arise). All pieces of furniture brought or bought by the lodgers themselves are their own responsibility and must be removed at the end of the stay. If lodgers leave personal pieces of furniture in their room or flat during Summer renting, Planète Bleue declines responsibility in case of damage.

- b) All pieces of **decoration** must be fastened to the element provided for this purpose so as to avoid any damage to walls.
- c) **Bedding**
A duvet, a pillow and bed sheets are provided by Planète Bleue.
Bed sheets and covers are washed regularly. Lodgers are informed of the day of bedding change.
For obvious sanitary reasons, it is forbidden to sleep right on the mattress. This is checked on departure.
- d) Lodgers will keep their **room clean and tidy**. Equipment to clean rooms regularly is available in the apartment.
Out of respect for their flatmates, lodgers will take all necessary steps to ensure cleanliness, **to tidy up kitchen, sanitary facilities and material after use. Planète Bleue ensures a complementary cleaning of the apartment common premises once a week.** Lodgers are informed of the day the cleaning staff is instructed to clean the common premises. Each apartment will delegate somebody to deal with the management.
- e) All lodgers are requested to deposit their **garbage** in bags in the **containers provided** for this purpose. Diverses bottles and glass bowls, plastic, papers and cardboard packagings will be deposited in specific collective containers.
- f) Nothing will be hooked to **windows** or **window-blinds** or deposited outside rooms. It is forbidden to throw anything out of the windows.
- g) The use of lights and appliances using a lot of electricity is forbidden.

- Any **electricity consumption** exceeding the average will be charged for.
- 15. In case of absence, lodgers are requested to close windows and lock their door. The institution declines responsibility in case of **theft of goods and values** deposited in rooms or in the apartment.
- 16. **Damage caused to common premises** (kitchen, sanitary facilities, stairs, corridors, living-room) will be charged to all lodgers of the flat, if Planète Bleue is unable to find out who is liable for the damage (real estate is covered by the collective civil liability insurance, should the occasion arise).
- 17. **The front door situated in Rue de Genève 76 is locked daily from 19.00pm until 07.00am as well as during the week-end.**
- 18. Planète Bleue is above all a place of study and rest. Lodgers will therefore listen to music and talk in such a way as to avoid disturbing their flatmates. Life together **in the apartment** will be based on mutual understanding. **Silence must be observed from 22.00pm till 06.30am. Games in the large interior court must stop at 22h30. People foreign to the Centre must have left by 23h00.**
The light in this main hall is not to be switched on in any way after the automatic evening extinction. The management must approve any organised party.
- 19. Planète Bleue is situated in a residential area. Therefore lodgers must not disturb **neighbours**, also especially between 22.00pm and 06.30am.
- 20. **Two-wheeled vehicles**
Bikes, motor bikes and scooters must be parked in the space provided for this purpose in the covered car-park north of the building. A key to the garage is to be asked.

Structures :

The **Conseil de Fondation du Centre Universitaire Protestant** is responsible of the management of the foundation. It manages the properties of the foundation and ensures that its aims are respected.
The **Manager** ensures the carrying out of the project of Planète Bleue as defined in his contract and in the house charter, assumes daily management of the house. He represents authority and acts as a mediator.
The **House Committee** is formed of lodger representatives and presided over by the manager. It discusses problems related to communal life and attempts to find solutions likely to improve the quality of living in the apartments or in the Centre Planète Bleue in general.

The lodger declares that s/he has made her/himself acquainted with the above regulations and promises to respect them.

Place and date : **le :**

Signature of lodger :

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