

BYLAWS

The *Résidence Internationale de la Recherche* (International Research Guesthouse) located within the *Maison Internationale de la Recherche* (International Research House), 1 rue Descartes, 95000 Neuville-sur-Oise, consists of 16 apartments in Neuville-sur-Oise and 2 apartments on the site of *Les Chênes* in Cergy. All residents of the *International Research Guesthouse* undertake to comply with these internal rules and acknowledge being informed of the applicable sanctions in the event of non-compliance with these rules. These internal rules define the relationship between CY Cergy Paris Université, for which CY Advanced Studies (CYAS) manages the *International Research Guesthouse*, and users of the *Guesthouse*. In particular, it is designed to ensure that a pleasant and peaceful living environment is maintained within this establishment. However, it is the responsibility of the residents themselves to ensure that these rules are respected and that the principles of collective life are applied.

ARTICLE I: Occupancy Terms

1 – Arrival and Departure

Arrivals are from 10:00 am and departures before 5:00 pm from Monday to Friday. For an arrival or departure outside these hours, the CYAS of CY Cergy Paris Université will send an e-mail to the tenant at least 24 hours before the scheduled arrival, with a code to open a secured box containing the keys to the accommodation. The location of this box as well as the instructions for accessing the *International Research Guesthouse* will be sent in advance by e-mail. The furniture and equipment that furnish the apartments remain the exclusive property of CY Cergy Paris Université. An inventory of fixtures will be carried out by the manager in the presence of the tenant on arrival and immediately before departure.

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During the stay, the tenant is responsible for reporting any defects in writing within 48 hours. CY Advanced Studies, after verification, will take the necessary measures to have the appropriate repairs carried out as soon as possible or to carry them out itself.

Any early departure must be notified to CY Advanced Studies by e-mail at least 48 hours in advance.

Finally, if the tenant wishes to extend his or her stay, they must contact the manager of CY Advanced Studies to find out about availability and rates.

The tenant may not receive mail on behalf of third parties. The tenant must change their address as soon as they depart. The administration cannot be held responsible in case of loss of mail or packages.

2 - Conditions of Occupancy

No changes can be made to the furniture contained in the accommodation. Likewise, no modifications or work can be carried out. In the event of failure to respect these principles, CY Advanced Studies may require the tenant, upon departure from the premises, to restore them to their original condition or to keep the transformations carried out for its benefit with no possibility for the tenant to claim compensation for the costs incurred. CY Advanced Studies also has the right to demand, at the tenant's expense, the immediate restoration of the premises to their original condition when the alterations jeopardize the proper functioning of the equipment or the security of the accommodation.

The tenant commits to inform CY Advanced Studies as quickly as possible of any disorders, degradations or disasters occurring in the allocated accommodation.

Animals are not allowed to enter the residence, except service animals for disabled persons.

During his or her stay, the tenant commits to the peaceful use of the accommodation, in accordance with the purpose of the rented accommodation and to behave in a respectful and civil manner towards the staff of the university residence and the other residents.

The right of occupancy is strictly personal and non-transferable. Upon arrival, the tenant must provide an ID or passport to CY Advanced Studies for themselves and all accompanying persons. The maximum number of people allowed in the different types of accommodation is set as follows: Studio - 2 persons, 1-bedroom apartment - 2 persons (+1 child under 3 years old), 2-bedroom apartment angles - 4 persons (+1 child under 3 years old), 2-bedroom apartment terrace - 3 persons (+1 child under 3 years old), 3-bedroom apartment - 4 persons (+1 child under 3 years old). The tenant may not transfer to anyone their right of occupancy, which is precarious and revocable. In particular, it ceases in the event of non-payment of rental fees.

The tenant commits to accept a change of accommodation in the event of work or urgent reasons. In the event of non-compliance with the above-mentioned conditions of occupancy, the tenant must leave the premises.

3 – Observance of Health and Safety Rules

The tenant must comply with health and hygiene rules by ensuring the regular maintenance of their accommodation and the collective or shared spaces and equipment they use. Waste must be disposed of by the residents in the bins or containers provided for this purpose. Each tenant is jointly and severally held responsible to keep the collective rooms and spaces clean and clear.

For safety reasons, the storage of dangerous or flammable products (such as a gas stove, etc.) is prohibited. Bicycles may not be parked in the apartments and inside common areas. It is forbidden to add mattresses or convertible chairs.

The tenant is not allowed to place any object on the windowsills or balconies or to throw anything out of the windows. The tenants who have a balcony are in charge of the regular maintenance of this space, which must remain clean and clear. The tenant must take note of the "Emergency Numbers / First Help" sheet placed in the accommodation and keep it in its original state.

The tenant must allow free access to their accommodation and authorize the staff of CY Advanced Studies or any person authorized by CY Advanced Studies to enter it whenever the security of persons, property and the maintenance of the premises make it necessary, or to control the application of the present rules. The staff of CY Advanced Studies commit themselves to knock loudly at the door, then to half-open it and announce its arrival. If possible, a visiting notice will be sent in advance.

With regard to repairs to be carried out at the tenant's request, the administration commits to intervening as soon as possible according to the level of emergency, without prior notice but under the above-mentioned conditions, the written request made by the tenant being equivalent to tacit agreement.

The tenant must not compromise the safety of other tenants, in particular as a result of damage to fire extinguishers, emergency units, electrical panels, smoke extraction hatches or any other security equipment or the removal, obstruction or other interference with the normal functioning of smoke detectors.

Access to buildings must always be kept clear so that emergency vehicles can operate unhindered. Emergency doors and stairs should only be used in case of danger. Landing doors and fire doors must remain closed.

The use of the lifts by children under 12 years not accompanied by their parents is prohibited.

For safety reasons, games of children on stairs, lifts, corridors, common places or any area that constitutes a danger to people or property are prohibited.

Access to all dangerous areas (roofs, etc.) is prohibited. Smoking is prohibited in both indoor common areas and in the accommodations.

Drunkenness within the residence is not tolerated.

No other lock than the existing one may be installed. The tenant is responsible for the loss of their means of access, which they must not give to another person under any circumstances. In the event of loss, the tenant will have to pay the costs corresponding to the replacement and the possible change of lock.

Only the administration is authorized to replace the lock and/or the access card in the event of loss or theft.

Vehicles, whether motorized or not, must be parked in the parking areas provided or in the areas made available for this purpose. It is prohibited to do any mechanical repairs or interventions on vehicles within the premises of the residence.

4 - Community Life

All persons granted accommodation in the university residence shall enjoy freedom of expression, information, culture, political opinion, trade union, religion, assembly and association, as well as the right to receive occasional visits. The authorized right of access is to be exercised in the presence of the accommodation tenant. The tenant is responsible for the behavior of their visitors, the disturbances and damages they may cause. These freedoms are exercised with respect for the individual freedoms of the other residents and in accordance with the principles of secularism and neutrality. All proselytizing activities are prohibited.

Any posting is subject to the authorization of the residence manager. Unauthorized posting in corridors or on apartment doors is prohibited. It is recalled that commercial, political or religious postings in French and/or untranslated foreign language are prohibited.

No demonstration may be organized within the Guesthouse without the prior written consent of the administration. All requests must be made in writing, at least one week in advance.

5 - Liability

The administration disclaims all liability for thefts of which tenants may be victims within the residence, a code-operated safe is provided in each accommodation.

Any stay of 6 months or more requires the tenant to subscribe to a rental insurance (civil liability). This subscription is also strongly recommended for stays of less than 6 months, strictly personal and can under no circumstances be delegated. The tenant must provide a certificate of rental insurance to CY Advanced Studies as soon as he occupies an accommodation at the *International Research Guesthouse*.

The tenant is under a general and permanent duty of supervision, prudence and security of children in his care.

Only the tenant's personal insurance can cover a loss/damage such as theft. The tenant is responsible on their own funds for any damage caused by them. Any observed damage for which the tenant is responsible during the period of occupancy or during the inventory of fixtures will be invoiced to the tenant.

In the absence of civil liability insurance, the beneficiary is reminded that they are solely responsible for their actions, for

those of their staff and property in their care, for any physical, material and immaterial damage resulting therefrom, as well as for any damage occurring by or during the occupancy, and that, as such, they assume the financial consequences thereof.

ARTICLE II: Sanctions in the event of non-compliance with the internal rules

1 - Obligations of the Tenant

By the sole fact of their admission or readmission and acquisition of the right of occupancy, the tenant is required to comply with the conditions and rules of residence.

Failure to comply with the present internal rules will result in the sanctions defined below.

2 - Scale of Sanctions

1. Reminder of the rules contained in the present document.
2. The stay may be shortened in the event of a repeat violation or serious breach of rules.

ARTICLE III: Specific Provisions

1 - Internet

An Internet connection will be made available to the tenant in the accommodation assigned to them.

2 – Jurisdiction Clause

The parties confer jurisdiction on the Administrative Court (*Tribunal Administratif*) of Cergy-Pontoise.

3 – Benefits Office (Caisse d'allocations familiales)

The stay at the *International Research Guesthouse* does not entitle the tenant to CAF housing benefits.

ARTICLE IV: Reception

Upon your arrival, a welcome package will be offered to you as well as the following welcome kits (except in the event of unforeseen circumstances):

- 1 bathroom kit per guest containing 2 shower gel/shampoo dispenser + 2 toilet paper roll + 2 garbage bags.
- 1 kitchen kit containing a sponge + a bottle of dishwashing detergent and a garbage bag.

In addition to these welcome kits, it is suggested that everyone purchase the necessary products for the duration of their stay.

Access to the laundry is available 24 hours a day, 7 days a week. There is an emergency number displayed in case of technical problems.

Parking access for residents of the *International Research Guesthouse* is possible (subject to availability). For any request please contact the reception of the *International Research Guesthouse*.