

## OPERATING RULES AND REGULATION OF SAINTE CONSTANCE RESIDENCE

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Feel free to contact us and, ask us for advice and information

ENJOY YOUR STAY

### **Opening Remarks**

Sainte Constance residence is a foundation of public benefit welcoming young, 16-to-30-year-old, male and female workers, trainees, following an integrated trade course, people under contracts, students, or job applicants with a well-defined project. It provides a pleasant and comfortable life setting in answer to your needs regarding boarding, meals, support and welfare, and organized activities. The structure is open 24/7, 365 days per year.

### **General Provisions**

The current operating rules and regulation complies to the law of Jan. 2, 2002, as the new code on social assistance and families. It applies to the structure and all residents are compelled to follow it. The education project of the structure can be obtained by asking for it by email.

Its aim is to define "the rights of people welcome in the structure and the necessary duties and commitment following the peer-life rules inside the FJT."

It mainly targets daily-life rules to follow upon entry into the residence and all along your stay. Signing the rules and regulation means accepting the rules.

### **Article 1 RESPONSIBILITY**

Sainte Constance residence has underwritten civil liability and is exclusively responsible for its own acts.

The resident can appeal no claim against Sainte Constance in case of loss, theft, spoiling of goods stored in his/her dwelling, on the parking lot, or in the bicycle storage area.

**Sainte Constance residence provides Wi-Fi in all areas. In no case, the residence can be considered responsible for connection problem bound to any resident's devices. This free service has been set for a normal use of the web, and not for important or big downloads, or any use leading to an important usage of the pass-bandwidth (streaming, television, Skype, P2P, etc.). Browsing online is at the resident's own discretion and responsibility. The residence is equipped with a firewall and hot spot allowing the allocation of your IP address in case of illegal uploading and of judicial authorities control.**

Each resident must underwrite a home insurance and civil liability, updated each year (to leave at the reception desk). Not following this rule may lead to the cancellation of the contract.

### **Article 2 SAFETY**

For sanitary reasons, and/or safety/work reasons, the staff mandated by the manager may visit your rental unit. When possible, this visit will happen as you are there; you will be informed of the date beforehand. A CCTV system reporting to the National Commission on Informatics and Liberty is active in the areas and covers the shared spaces. 6 visits per year will be done by the maintenance teams for various reasons. You will receive an email before the visit 48 hours before at the latest.

Staying on the steps in front of the FJT is forbidden because it is an emergency exit requiring to remain accessible. Besides, people with reduced mobility use the access ramp and need to be able to freely go up without slaloming between the residents sitting on the steps.

### To all the residents

It is strictly forbidden:

- to possess weapons or any item likely to cause harm to other's safety
- to introduce, to possess, to take and/or to sell cannabis, or any other substance classified as narcotic by the Criminal Code (law of Dec. 31, 1970)
- to possess dangerous substances (inflammable items, most of all oil, gas)
- to possess alcohol (for under 18) and/or to go through the shared areas under the influence of alcohol
- smoking and drinking alcohol are forbidden in the shared areas
- no religious/political esterase signs is permitted inside the FJT. The FJT is a public space in which it is forbidden to conceal one's face.

The resident must regularly clean the hygrometer ventilation system (upwards the windows) and the mechanic-controlled ventilation hole in the bathroom. It is forbidden to clog the ventilation holes (dangerous for your health). Would you not follow these prescriptions, you would be charged of rehabilitation fees.

### Article 3 USE OF THE AREAS AND AMENITIES

Your unit as well as an important panel of shared areas are temporarily at your disposal (television room, bar, veranda, laundry, garden, restaurant...). You are to respect them. Anyone may use the shared facilities; they need to remain in a state of good repair, as well as devices and equipment you will find there. After each use, you are requested to turn the light off, to reduce the heating, and to lock the door. Lending keys to someone external to the residence is strictly forbidden.

The equipment set at your disposal, must be given back on the same day (irons, vacuum-cleaner, broom, bucket, floorcloth).

It is forbidden to enter private spaces aimed at professionals, to borrow or to use the professionals' devices.

It is forbidden to take food or dishes belonging to the residence (cup, spoon, tray, jug, or food from the restaurant...) up into the rooms.

Only insured vehicles belonging to residents shall be granted access to the parking lots. The parking lot shall not be used for other activities than parking (oil drining or repairing)

### Your Rental Unit:

**You do not have a tenancy agreement for the room you live in, but a sojourn contract likely to be cancelled** in case of breakdown of the rules and regulation or serious shortcomings (violence, insecurity, usage and dealings of illegal substances, failure to pay the boarding...), at the discretion of the Presidency.

- Your room is reserved to your own use.
- You are responsible for the cleanliness and tidiness of your room and bathroom.
- Please use appropriate household products, such as cleaning product, toilet and shower descaling product.
- the residents may improve their rooms, provided that they modify neither the areas, nor the given furniture. Do not use nails nor tacks, nor adhesive to decorate; do not drill the walls. The resident only will be charged for marks, scars, or holes resulting from his/her customizations, to give back your rental unit true to the state of the place upon entry.
- it is forbidden to transfer furniture from one room to the other, or to make yours the devices and tools coming from the shared areas.
- it is forbidden to smoke in the shared places. Smoking is only allowed in the smoker rooms provided that you do not disturb and use ashtrays.
- let the receptionist know about any defectiveness (sanitary equipment, electricity, or damage), thanks to the "repairing request" file.
- Please give an airing to your room and do not leave the sanitary equipment be covered in tartar, nor the drains get clogged up
- Entirely close or open your shutters in order to prevent the wind to rush in and to rip them off.
- the use of cooking device and personal heaters is forbidden.
- It is forbidden to illicitly house someone. An over 18 may welcome an over-18 friend for a consideration of 10,50 euros/night based on 4 nights/month if he/she leaves his/her identity card at the reception

desk. **The invited under-18 can only enter the shared areas.** He/she must be at least 16 years old. Any person invited without complying to these rules could be subject to an immediate expulsion, and the residency contract of the host terminated in full compliance with the terms of the contract.

you are invited to lock the rooms, even for a short time; nothing should be left around. The residence is not responsible for cases of theft.

Key duplication is strictly forbidden; such as lock switch. In case the resident loses the key, for safety, the lock switch will be done at his/her fees.

#### Furniture and Devices:

Any electric or gas device is strictly forbidden, except radio, hairdryer, iron, boiler, coffee machine, computer, and refrigerator

the lift is a dangerous but necessary tool; do not play up inside; do not force the doors open in case of breakdown; an indoor alarm linked to a telephone exchange is at your disposal; and, call for help; you will be heard!

#### It is strictly forbidden:

to cook into the standard rooms

to enter into another resident's room when he/she is not there (even to take back lent stuff)

#### Behaviour Rules:

- Turn off the lights and the taps every time you leave.

- When giving an airing to your room, turn of the heating.

- Neither too much, nor not enough heating. The temperature of your room must be comprised between 17°C and 19°C.

- If you leave, shut down your heating.

#### Article 4: Housing Benefit

##### the Personal Housing Benefit (APL)

As rental units are contracted accommodation, it is possible to claim Personal Housing Benefit. You may submit an application by social workers. The latter will help you fill the form.

You can benefit from this help from **the first completed month**. The residence takes charge of sending the file to CAF.

The processing of the application by the Social Care (CAF) may last over two months and the Housing Benefit will be directly paid to the structure and deduced from the amount of your rental charge. The resident must pay the total amount of the latter, **as long as the Housing Benefit is not payed**.

Besides, it is important to point out that entering the residence in the month in progress does not empower to get the Personal Housing Benefit, as well as a mid-month move out.

The requested forms, necessary to the structure, are:

- Double-sided photocopy of your identity card
- Social Care beneficiary number (if existing Caf number)
- tax (or no-tax) assessment letter
- certificates of your academic or employment status
- salary statements of the year
- Basic Bank Account Number.

Should your employment status change, your rights to Housing Benefit may require rectification at any time (loss of employment or decrease in income most of all). Get informed by CAF social workers.

Should you come under the authority of another county Social Care (CAF) remember to transfer your file to the Social Care (CAF) of Moselle County.

## **DUTIES WHEN LIVING TOGETHER**

### **RESPECT**

#### Respecting the Residents

You live together with others; each of your peer has different habits and life rhythms.

- Please respect your neighbours and make as little noise as possible.

- Up from 22h (10:00 pm), any resident is requested to be not noisy, equally in his/her private space and in the shared areas. You shall see to lower the sound of radio, TV, and any other device, to

smoothly close the doors; do not run into the corridors and steps; do not drag the chairs and furniture, in order to respect the quietness of the areas and your neighbours' tranquillity.

- Make sure to evacuate your trash often, according to the displayed sorting rules. For all big things, you shall bring them to the dump.

- When you leave, please turn off the lights, radio, alarm-clock, TV, HIFI; close windows and doors.

- Any violent, physical or verbal abuse shall not be tolerated and will lead to the breaking of your contract at Sainte Constance. Physical abuse upon others may lead to administrative and judiciary procedures.

### Respecting the Surrounding

Living in a pleasant surrounding better your quality of life.

- Any indoor damage (or damage outdoor your accommodation) is forbidden. Should this happen, you would be charged for any re-fitment expenses.

- It is requested not to hang anything from the windows.

- It is forbidden to throw anything through the window.

## **HYGIENE**

### Public Hygiene

- For sanitary and safety reasons, animals are not admitted in the structure, whatever their sizes.

- The residents shall regularly take care of their accommodation and clean the common kitchen when they use it.

- 14 big dumpster are at your disposal near the parking lot

## **YOUR RIGHTS (cf Charter of Rights and Freedoms of the Welcomed Person, given together with the Welcome Booklet)**

According to the Act of September 8, 2003, concerning the Charter of Rights and Freedoms of the Welcomed Person, mentioned in article L. 311-4 of the Social Work and Family Code, the structure sets the following operating methods in compliance with the Rights.

### Non-Discrimination Principle

Anyone satisfying the contractual clauses for admission is welcome according to vacancies available in the structure.

### Right to Adapted Support

Each one is met during a personal interview by a Social and Family Care counsellor. This welcoming time allows to gather the resident's wishes and to provide him/her an adapted support towards the success of his/her procedures. Young people are informed that professionals may communicate personal data concerning them to different partners, and that young people give their informed consent to this interview.

### Right to Information

For a better access to information, the resident is given a welcome booklet, an introducing booklet about the structure, about its missions and services, display panels, common activities, meetings..., newspaper areas, the list of the qualified persons (by article R311-5 of the Code for Social Action and Family (CSAF)) able to act as mediators between the young and the home for young workers (HYW). According to RGPD, you can ask the receptionist for an access, a modification, or a deletion your personal information.

### Principle of Freedom of Choice, of Informed Consent, and of Participation of the Individual

The resident shall choose between 8-month formulas: only accommodation or monthly, in single-bedded or double-bedded room including 20, 25, 30, 45, or 60 meals.

Taking-in to the various activities is left to the resident's freedom of choice.

### Waiver Right

The resident may terminate his/her sojourn contract according to the contractual clauses of agreement obligations.

### **Right to Respect regarding Family Relationship**

The resident over 18 years old may receive in his/her private space two persons at the same time (in view of the surface area of the rooms, three persons maximum, including the resident, are foreseen (*cf.* Fire risks and evacuation). To this end you must inform the receptionist about your guests, get them when they arrive, then escort them when leaving, and leave their identity card to the reception clerk. A one-night accommodation is possible in attendance of one over-18 for 1 guest (*cf.* above contractual clauses). The access to the kitchen, the laundry, and sport room are not allowed to non-residents.

The resident may also welcome people in the shared areas; the visits are allowed from 10:00 am to 10:00 pm during the week (12:00 pm on Saturdays), and limited to 3 persons, to the extent that he/she does not cause discomfort to other residents or to the staff. Under 18 guests shall remain on the ground floor.

Visits happen with the resident's attendance, who is responsible for the good behavior of his/her guests, as for the damages that they would cause.

### **Right to Protection**

Respect and privacy of information are guaranteed to the welcomed persons. People under 18 must have an exit permit signed by his/her legal representative. We will let the legal representative -or his/her counterpart- know about any notice of his/her non-compliance.

Up from 10:00 pm, the Home gate is closed; remember to take your key with you; otherwise, please ring the bell; a reception and safety clerk will come to open you the door.

After 10:00 pm, during the week (12:00 pm on Saturdays), non-residents are not allowed to go inside the Home except if the guest(s) is (are) accompanied by a resident for an exceptional boarding as mentioned above. A reception and safety clerk conducts a regulatory watch, and makes sure that rules are followed from 10:00 pm to 8:00 am.

### **Right to Self-Government**

The welcomed person has full freedom of movement inside the structure and to indoor, shared areas. It is strictly forbidden to use and to go to unauthorized spaces, such as restaurant kitchen, going into the offices without being invited to, or going behind the reception desk and take papers or any other items without asking...

### **Principle of Prevention and of Support**

Social and Family Care counsellors' task is to be a link between all the residents in order to avoid delicate situations.

### **Right to the Exercise of Civil Rights Given to the Welcomed Person and Right to Religious Observance**

The Home is a secular and neutral residence; It welcomes people of all origins and religions. It respects anyone's beliefs.

### **Respect of Individual's Dignity and of Individual's Privacy**

Over-18 residents are given a private room and 3 keys: one for the common gate of the building, one to the mail box + one to the room, all 3 given together upon arrival. The staff may be led to enter the room on security grounds or due to maintenance activities.

## **REQUISITE BEHAVIORS**

### **In Case of Fire or hearing an alarm**

You shall immediately warn a member of the staff, or in case of absence of regular staff, please call the fire station dialling 18 (or 112 with your mobile phone). Push the general alarm button located on the left of the fire doors of your floor to alert other residents. Evacuate the residence. If the corridors are not filled with smoke, otherwise shut yourself up and make sure to shut the door tight, roll and soak a towel in water and put it on the door bottom.

While awaiting rescue, close windows and doors to avoid any air suction. Apply security instructions and leave the Home.

Fire instructions are sat on the walls on each floor.

**In Case of Leakages or Floods inside the Rooms or Noticed in the Shared Areas**

Please warn the staff.

If leakages are heavy, you shall turn down the tap situated in the bathroom on the supply piping. (The two red throttles, located next to the toilet paper, shall be set vertically to the pipe)

**FAILURE TO RESPECT RULES AND REGULATION**

The failure to respect operating rules and regulation is penalized, according to the seriousness of the event and/or its recurrence, by:

- being summoned in the director’s office for a reminder of the operating rules inside the FJT
- written a warning letter and any other educative appropriate measures (e.g.: no more visits in your room, repair works inside FJT...)
- an obligation for you to pay for what you have damaged
- cancellation of the sojourn contract
- a complaint will be filed in case of abuse, most of all on members of the staff

In case of sanction that would impact the sojourn at the Home, the resident may exercise a claim with the presidency or a motion to the president of the Supervisory Board of the CHR.

**ALL these rules are also applicable to guests visiting the residents.**

I undersigned.....  
certify that I read the operating rules and regulation  
and that I agree to comply with the code.

for Sainte Constance  
the manager

Done in Metz, (date) .....

**Signature**

**Signature**