

## **INTERNAL RULES**

**Applicable to residents of the REEFLEX Residence Hall,  
Avenue Paul LANGEVIN, Cité Scientifique, 59650 VILLENEUVE D'ASCQ**

*This document contains 8 numbered pages.*

These Internal Rules may be amended by a simple written decision of the Board of Directors.

The fact of obtaining “resident” status implies unreserved acceptance of these internal rules and a commitment to leaving the REEFLEX residence hall by 10 am on the last day of the reserved period.

The whole of the REEFLEX residence is monitored by CCTV.

## **ENVIRONMENTAL CHARTER**

### **THE REEFLEX COMMITMENT**

REEFLEX follows the University of Lille’s policy in the area of ecological and energy transition and respect for the environment, a policy embodied in the PACTE (Penser, Agir, Construire pour la transition écologique et énergétique de l’Université de Lille - Thinking, Acting, Building for the ecological and energy transition of the University of Lille) and the Zero Carbon goal in the regional context of the third industrial revolution in Nord-Pas-de-Calais (TRI).

REEFLEX is a Low-Energy Building and meets the RT 2012 standard (not required at the time of application for its building permit, which required the RT 2005 standard), is CERQUAL certified, prevents rainwater discharge using buffer pools, and practises waste-sorting. It encourages non-motorised transport through the provision of bicycle parking.

This eco-environmental commitment is a social and civic commitment. It is also made for the direct benefit of residents: no resident has to take out an individual subscription; they can benefit from a homogeneous communal heating system for which the best price has been negotiated; and they stay in control of their housing budget by paying a total rent that is predictable and socially very accessible.

This arrangement in particular makes it possible to optimise energy consumption, manage service charges for the benefit of all residents and overall offer excellent value for money in each dwelling.

### **YOUR PERSONAL COMMITMENT**

#### **To help the environment and control costs**

This eco-environmental approach must be shared by each resident in order to help protect the environment and keep energy-related service charges as low as possible. By choosing REEFLEX, you agree to uphold this commitment.

Through your daily behaviour, you agree to show respect for nature’s resources and help to keep the costs paid by all residents under control. For example:

- You limit your water consumption: you do not waste water by leaving taps running unnecessarily when brushing teeth, under shower, or washing dishes...
- You turn off lights and electrical devices when leaving the apartment. You do not leave devices “on standby”.
- You turn off the radiator if the room is too hot, rather than opening the window.
- You take care to manage waste efficiently by sorting your waste.
- You ensure the cleanliness of communal areas and your apartment. Collective cleanliness concerns you personally. It is part of everyday quality of life.

## **YOUR CIVIC COMMITMENT** **Respect for other residents' personal and collective sphere**

REEFLEX upholds the principles of political and religious neutrality that apply to public places in France. Religious practice is a matter for the individual and it takes place in a private space. Any religious proselytising is prohibited, as is the wearing of conspicuous religious symbols in the residence hall, so as to respect everyone's beliefs and foster a general spirit of tolerance. All political and union propaganda is prohibited inside the residence hall.

### **GENERAL PROVISIONS**

#### **Article 1: ADMISSION & MEMBERSHIP**

In accordance with the statutes of REEFLEX, Article 1-3 Admitted groups, only the following groups may reside in the REEFLEX residence hall:

- French and foreign students, engineering students and other students,
- French and foreign teachers, researchers and research professors,
- interns on initial training and lifelong learning courses,
- sandwich course students and apprentices,
- temporarily, members of staff and employees of the “founders & partners”.
- all of these groups being referred without distinction in the internal rules under the designation of “student” or “resident”.

All residents must be members of REEFLEX and up to date with their membership fees. No-one who has been temporarily or permanently excluded from REEFLEX may reside at the residence hall. Any student who loses the status of REEFLEX member, even for a reason unrelated to their residence, thereby loses the status of resident and must end their stay immediately.

The benefit of staying at the residence hall is an option offered by REEFLEX subject to availability. It is not, under any circumstances, a right. REEFLEX may refuse residence to anyone who has already been the subject of disciplinary action or a warning during a previous stay, even if the person concerned has remained a REEFLEX member or become one again.

The resident has a right of occupancy on a strictly personal and non-transferable basis. They undertake to personally occupy the leased premises. This right of occupancy is temporary and revocable, especially if the resident defaults on payments or fails to follow these internal rules.

#### **Article 2: FINANCIAL CONDITIONS**

##### **2.1: Security Deposit**

A security deposit is required upon booking. It is cleared by the bank and generates no interest. It is refunded within two months following the resident's final departure, less any sums remaining due by the resident for any reason whatsoever. Any partial refund (or non-refund of this deposit) does not cancel any sums still payable by the resident that have not yet been definitively calculated.

## 2.2: Financial contribution by the tenant:

Under the agreement of which these Internal Rules are an integral part, the resident pays a monthly rent to REEFLEX, payable in advance on the 1<sup>st</sup> day of each month, as detailed in the tenancy agreement.

The last monthly rent payment may under no circumstances be taken from the security deposit.

The apartment is considered occupied until the key card is returned to REEFLEX.

Early departure outside of the legal notice period does not preclude payment for the entire reserved period of residence, even if this departure is required by the REEFLEX management team.

Any damage, deliberate or not, shall be charged to the resident responsible for it. In the case of damage committed by a group of residents, all members of the group shall be held jointly and severally liable.

In the event of a refusal to pay the monthly rent or any compensation for damage in a timely manner, REEFLEX may take steps to recover the money by lawful means, without prejudice to its right to exclude the resident from the residence hall.

## **Article 3: GENERAL SAFETY**

### 3.1 General safety instructions

The resident agrees to read the safety instructions on display in the REEFLEX residence hall, to follow them under all circumstances and to follow the instructions given by REEFLEX staff.

To allow rapid and efficient evacuation in the event of an incident, the corridors, hallways, emergency exits and more generally all communal areas must never, even temporarily, be obstructed by moveable objects (dustbins, laundry, shoes, small items of equipment, etc.).

When residents are absent, even momentarily, the doors and windows of the apartments and communal areas must be kept closed.

On arrival, a key card is provided to the resident for access to the apartment and to authorised communal areas. If this card is broken, lost, is stolen or disappears, the resident must immediately inform REEFLEX so that it may be invalidated.

### 3.2 Insurance and Liability

3.2.1 Insurance: the insurance taken out by REEFLEX only covers its civil liability and its property in the residence hall. REEFLEX shall not be held liable in the event of any theft, loss or damage to residents' personal effects. The latter are covered by their personal comprehensive home insurance.

Therefore, prior to the effective start of their stay, all residents must provide proof of French personal insurance cover against tenant's risks and any civil liability resulting from their stay at the REEFLEX residence hall.

3.2.2: Liability: the resident may be held liable under the terms of common law. REEFLEX shall not be held liable for bodily injury and/or material damage suffered by residents due to their own acts of misconduct or acts of misconduct by other residents; this applies in particular to damage resulting from theft, acts of vandalism or rowdiness, access to terraces, roofs and other places where access is prohibited or restricted.

The fact of a resident not being or ceasing to be effectively covered by insurance, as set out in paragraph 3.2.1 of these rules, has no effect on their liability and REEFLEX shall not be held liable therefor.

When students cannot be held liable due to being a minor or legal incapacity, their legal guardian shall be automatically held liable, without the latter being able to invoke the fact that they may not have been informed of said student's acts or behaviour.

Each resident is responsible for their guests'/visitors' behaviour in the REEFLEX residence hall.

### 3.3 Access to the residence hall:

Access is prohibited for any non-tenant of the REEFLEX residence hall between 10 pm and 8 am. All visitors must report to reception and provide details of the resident who has invited them.

The residence is a private space. In general, access to the residence is only possible with the approval of a REEFLEX staff member, who may for that purpose request proof of REEFLEX resident status.

### 3.4 Health:

Any resident recognised as suffering from a serious and contagious disease, based on medical opinion, shall be hospitalised or returned to the care of their family. Upon their return to the REEFLEX residence hall, they shall produce a medical certificate stating that there is no contraindication to communal living.

The resident concerned has sole responsibility for the ownership and/or consumption of regulated pharmaceutical products.

## **Article 4 RULES FOR LIVING IN THE REEFLEX RESIDENCE HALL**

### 4.1 Hygiene rules:

Each resident must contribute to the hygiene of all premises (private and communal areas) at the REEFLEX residence hall and its immediate surroundings, including public roads, in all circumstances.

In general, each resident must therefore take care of the equipment and furniture made available to them, keep their apartment and communal areas clean and immediately report any technical problem (water leak, electrical problem, etc.).

The bedding should be used with a mattress protector and sheets.

Rubbish and waste (including food waste) should not be kept in the apartments or in communal areas. The dumping of rubbish and detritus outside of the areas provided for this purpose, especially throwing rubbish or detritus out of the windows, is prohibited.

### 4.2 Rules relating to the peace of other tenants:

Peace and quiet must be maintained throughout the REEFLEX residence hall at all times of day. Each resident shall ensure that they do not disrupt the other tenants at work or at rest.

The following in particular are prohibited (without this list being exhaustive):

- shouting, rowdiness and celebratory gatherings in private and communal areas, as well as in the area immediately surrounding the residence hall (including public roads).
- use of sound-producing devices (radio, television, etc.) at high volume.
- between 10 pm and 8 am, meetings, conversations and/or activities in the corridors or communal areas as well as in the apartments, where these are liable to disturb the other residents at rest.

## 4.3 Safety rules:

Each resident must help to keep all areas of the REEFLEX residence hall safe, under all circumstances and at all times of the day and night.

The following in particular are prohibited (without this list being exhaustive):

- introduction into the premises, possession or use of flammable or explosive substances as well as defensive or offensive objects, including 6<sup>th</sup> category weapons.
- interference with the electrical circuits, water and heating pipes and sanitary facilities.
- access to the terraces, roofs and all areas where access is prohibited to residents.
- storage of bicycles, parcels or other objects in the corridors, staircases or communal areas, unless they are provided for this purpose.

## 4.4 Other rules:

All communal areas are non-smoking areas in the strict sense of French law.

The following in particular are prohibited (without this list being exhaustive):

- introduction into the premises, possession or use of narcotics.
- excessive consumption of alcoholic drinks.
- use of hookah pipes.
- commercial activities of all kinds and illicit activities.
- all public activities relating to religious, political or union matters are prohibited in the communal areas.
- bringing or keeping animals in the private or communal areas.
- washing laundry outside of the areas provided for that purpose.
- hanging or stretching laundry or any other object from or across the windows.
- visitors are not allowed to use the communal areas and facilities, and it is the resident's duty to ensure that their visitor follows this rule.
- accommodation of people who do not have or have ceased to have "resident" status, or the receiving of excluded former students, even during visiting hours, as well as any form of subletting.

The REEFLEX management team may if necessary take general measures in addition to those listed above.

## SPECIAL PROVISIONS

### **Article 5 CONSTRAINTS ON OCCUPANCY OF THE REEFLEX RESIDENCE HALL**

All REEFLEX staff members, regardless of their function, are authorised to record any offences and, if needed, put an end to them using all appropriate methods, particularly in the case of emergencies or activities deemed hazardous to the residence hall, other residents or the student themselves. REEFLEX is a member of the University's joint campus department. Therefore the campus staff may be required to intervene on the premises of REEFLEX. REEFLEX staff members are authorised to request the intervention of the police forces.

REEFLEX staff members may if necessary enter the apartments in the following situations:

- routine, regular cleaning of the premises in accordance with the tenancy agreement, after giving notice of their visit,
- breaches of the hygiene, peace and safety of the premises, after giving notice of their visit,
- works and miscellaneous maintenance operations (isolated or recurring), after giving notice of their visit,
- technical emergencies or cases of force majeure.

Except in an emergency or hazardous situation (major technical incident such as water damage, fire risk, or presumption of danger to the health and safety of the resident themselves), the resident shall be informed of the visit in good time, so that they may be present or make any arrangements that they deem necessary. In emergencies or hazardous situations, the apartments shall be entered without prior notice, with only a short time period between the resident being notified of the intention to enter the apartment and the opening of the door, so as to note the absence or agreement of the resident and allow them to protect their privacy.

## **Article 6 PENALTIES IN CASE OF NON-COMPLIANCE WITH THE INTERNAL RULES**

In the event of an incident or breach of these internal rules, REEFLEX is authorised to take all individual or collection measures to restore order and peace in and near the residence hall, without prior notice, particularly for acts liable to disturb the public order and harm the image of REEFLEX or the physical integrity of third parties, such as: dangerous driving, disturbance, and illicit activities in the communal areas.

REEFLEX is authorised, without any duty of discretion or professional secrecy being applicable to them, to inform the following parties of any incorrect action or behaviour by a resident:

- the person who has agreed to act as guarantor,
- relatives, in particular the parents, even if the student is over 18,
- the directors of the institution to which the student belongs, and which has enabled them to benefit from the accommodation: Universities of Lille, Central School of Lille, Chemistry School, IMT Lille-Douai, etc.
- the administrative or judiciary authorities, in the event of breaches of laws and rules.

**Warning:** the residence hall management team may issue a student who has broken these rules with a warning, which may be accompanied by a notice to comply with the provisions of said rule. No resident may be penalised by more than two warnings in the same academic year, so any new offence shall be the subject of a report to the REEFLEX Chairperson and Board of Directors, who may temporarily or permanently exclude the resident.

Any exclusion without deferral shall take effect five full days after the concerned party has been notified of the decision at the earliest. The notification of the decision is given directly to the concerned party or sent by registered letter. If notification is given by registered letter, the date of notification is the date of its first delivery by the postal services to the recipient's address. However, in the event of particularly serious misconduct or proven risks of disorder in the residence hall, this five-day period may be reduced by as many days as the Chairperson or Board of Directors of REEFLEX deems necessary.

A student excluded or expelled from the REEFLEX residence hall is no longer allowed to enter the residence hall, even as a visitor/guest of another resident.

## **Article 7 INTERNET ACCESS (Wi-Fi)**

REEFLEX provides students with Wi-Fi Internet access via the university's services (networks available: Eduroam and Eduspot). Its use is governed by special rules named "rules governing the use of the information system by users at the University of Lille 1" which is an integral part of these rules: <http://www.univ-lille1.fr/lille1-numerique/reglement.pdf>

The following obligations apply in addition to these general rules:

- the residents' Internet access in the residence hall is only possible via the Wi-Fi network deployed by the University (or by their own subscription with a 3G/4G operator),
- no Internet access through the RJ45 sockets in the residence hall, as these sockets are not meant for connecting computing devices (PCs, servers, etc.),
- the residents are not allowed to use the sockets in the apartments or other areas of the residence hall for the purpose of deploying network equipment,
- the residents are not allowed to transmit Wi-Fi from their own equipment (smartphone, Wi-Fi point, PC, printer, etc.) so as to avoid disrupting the building's own Wi-Fi.

## **Article 8 GYM ACCESS & USE**

The gym and its equipment are made available exclusively for REEFLEX residents. Guests and students' visitors are not allowed in this space. The residence hall staff members are authorised to request proof of residence from all users.

The equipment provided should never be removed from the gym, and no other equipment should be introduced, even temporarily.

The use of the equipment provided is the sole and exclusive responsibility of the user. REEFLEX cannot be held liable for misuse of the equipment provided.

Users must be appropriately dressed for exercise, including clean sport shoes reserved for indoor use.

Eating in the gym is prohibited and only bottles of water are allowed.

After each use, for the comfort and safety of all users, the weights and discs must be removed from the bars, and all material must be stored away.

If group classes are being taught in this gym, personal training is prohibited there (unless an exception is made by the sports coach).

In the event of any anomalies or technical problems, users shall alert the REEFLEX residence hall staff so that corrective action may be taken as soon as possible.

Failure to follow these user instructions may lead to expulsion from the gym and a ban on use of the gym for the current academic year.

## **Article 9 MEETING ROOM ACCESS & USE**

Access to the room named "Le Salon" is reserved for residents of the Pavillon des Chercheurs building. The 3 meeting rooms at the REEFLEX residence hall (and their offices) are accessible subject to availability. Rooms must be reserved in advance by a single resident, who shall be responsible for their guests at the meeting or the activity that they wish to organise.

They shall state the exact reason for their reservation and the maximum number of guests expected, and ensure that other residents are respected (silence in the communal areas at all times of day), and that the room is left clean and tidy at the agreed date and time. Any damage, cleaning and the cost of restoring the room to its original state shall be paid for by the resident who reserved the room.

Special conditions may be set by the REEFLEX management team for each reservation.

With the sole aim of maintaining the secular, neutral nature of REEFLEX, all activities relating to religious, political or union matters are prohibited in these rooms.

In Villeneuve d'Ascq, on.....

Each page must be initialled by the resident

The resident (or their legal representative for a tenant aged under 18):

Last name and First name.....

Signature (preceded by the handwritten statement “lu et approuvé” [“read and approved”])

For REEFLEX:

Staff signature and stamp