

Campus Life Department

SUB-LETTING AGREEMENT AND INTERNAL RULES OF INSA RESIDENCES FOR TEMPORARY STAYS

Academic Year 2019 / 2020

Between the undersigned:

The Institut National des Sciences Appliquées
20 avenue des Buttes de Coësmes
represented by its Director

and

Mr / Ms

residing at

STAY < 3 months	
Arrival date
Departure date

STAY > 3 months	
Arrival date
Departure date

It has been agreed as follows:

The INSA shall sub-let to Mr/Ms room or studio no. (Information completed by the Campus Life department on receipt of the signed agreement) in the residence. (Information completed by the Campus Life department on receipt of the signed agreement) in accordance with the conditions laid down by the general internal rules applicable to the residences of the INSA adopted by the Board of Directors on 25 June 2004.

Each page of this agreement must be initialled by the tenant and by the parent or legal guardian if he/she is a minor.

This signed agreement is a binding commitment.

INTERNAL RULES FOR THOSE ON TEMPORARY STAYS APPLICABLE TO THE RESIDENCES OF THE INSA OF RENNES

TITLE I - ALLOCATION AND OCCUPANCY REGIME

Article 1. :

The residences, owned by the State or by ARCHIPEL HABITAT RENNES, located on the premises of the INSA of Rennes, are managed by the INSA.

Article 2. :

The right to occupy the room is strictly personal and not transferable. Sub-letting or accommodating a third party is prohibited.

Article 3. :

A few details:

- Arrival and departure must take place during the opening hours of the Campus Life department.
From Monday to Friday 8:00 till 12:00 and 13:00 till 16:30
- No condition of property report is drawn up on entry between the Student / Campus Life staff. The occupant has one week to report any problems: cleaning not done, furniture or equipment damaged or broken, etc.
- This agreement shall become effective on the date indicated on page 1 of this agreement
 - If the occupant arrives after this date, the rental start date remains that indicated on the agreement.
 - If the occupant arrives before this date and if the room is available, the rental start date shall become the date that the keys are handed over.
- This agreement is valid for a rental period until the departure date shown on page 1 of this agreement.
- The CAF pays housing benefit, APL or ALS, provided the room is occupied for a whole month. By leaving in the middle of a month, the occupant states that he/she is aware that he/she will not obtain housing benefit for this departure month.
- For information, the month of arrival does not give a right to assistance from the CAF, it is a waiting period month.
- Invoicing is carried out on arrival for the current month and at the beginning of each month

For example: a booking from 11 May until 19 June: there will be a 1st invoice on arrival for the period from 11 May until 1st June then a 2nd invoice at the beginning of June for the period from 1 until 19 June

Article 4. :

In no event does the occupancy right give the beneficiary the ability to prohibit entry by the director, his representative or the staff of the departments of the INSA into his/her accommodation for cleaning and maintenance needs or for reasons of the safety of people and property or to check the correct application of these rules.

TITLE II - FINANCIAL TERMS

Article 5. :

With this signed agreement, for any rental period greater or equal to 90 days, the occupant must pay a security deposit of €450. This deposit is cashed by the accounting officer of the INSA and refunded on the final departure of

the occupant after a condition of property on departure inspection carried out by a member of staff of the Campus Life department.

To do so, **the occupant must make an appointment with the Campus Life department 15 days before departure and during the opening hours of the department.**

Several situations may arise:

- a. The departure joint condition of property inspection takes place. The accommodation is returned in good condition → the deposit is returned within 2 months
- b. The joint condition of property inspection takes place but the accommodation is not returned in good condition → an invoice for cleaning and/or repair is sent to the occupant. The security deposit is returned within a period of 2 months, provided all the invoices are settled
- c. The joint condition of property inspection does not take place: the security deposit is kept by the INSA Rennes.

Article 6. :

The occupant is financially responsible for any damage committed to the inside of his/her accommodation; likewise, damage to shared areas are invoiced to all the occupants of the floor in question, of the residence or the four residences in the absence of any identified person responsible for it.

TITLE III - CONDITION OF OCCUPANCY

Article 7. :

The accommodation units are rented with furniture and equipment. The occupant is responsible for his/her accommodation and the equipment and the furniture it contains. The furniture must be subject to particular attention; any damage found may give rise to an invoice. No additional furniture may be installed, since the fire and water damage insurance taken out by the INSA covers only the existing materials. The nature of the floors and walls must be kept in their original condition without addition of coatings.

Safety and security:

- The residents, given a card that allows access to the residences, undertake to comply with the operation of the access control provided and not to lend their card to an outside person.
- The safety regulations prohibit the use of any gas appliance or heating device using an electrical resistance connected to the mains or refrigerator (the following are tolerated: electric coffee maker, kettle and hairdryer).
- The use of hookahs and the consumption and production of narcotic drugs are strictly prohibited in all the residences including in the rooms
- The fire-fighting equipment must always remain in perfect condition. It must be used only in the event of need: any triggering of the fire alarm without a valid reason will be severely punished. Similarly, access routes to buildings must always be unobstructed to allow the passage of emergency vehicles. Vehicles may be parked only on the areas reserved for this purpose near the residences. The highway code applies on the premises of the INSA
- The windows of the rooms and shared premises must be kept closed during absences or inclement weather. The depositing of any object is prohibited on the outside window sills.
- It is forbidden to leave personal items in the corridors and on stairs (shoes, bikes, clothes dryers etc.) in order to ensure good evacuation conditions in the event of a fire.
- Occupants are strongly advised to lock their doors at night and when they leave their rooms, even for a short duration.

Liability:

- For any rental period greater or equal to 90 days, a document certifying insurance covering the rental risks (including theft, water damage and fire) must be provided on the day of the hand-over of the keys.
- The administrative services cannot be held liable for thefts of which the occupants could be victims on the premises of the residences, including on the parking areas
- The resident is liable both in relation to other residents and to the administrative services for damage that he/she may cause. Any damage or loss found will be invoiced whose amount shall be borne by the occupant in the form of costs for damage.
- The key to the accommodation may not be copied or entrusted to another person and the lock must not be modified.

Hygiene:

- Each occupant shall ensure the ventilation and regular cleaning of his/her room. In particular, it is forbidden to cook in the rooms and to store food waste in them.
- The INSA staff are responsible for cleaning the shared parts of the residences (toilets, corridors, stairs) and the rooms shared by the occupants.
- Occupants are responsible for regularly emptying their bins and depositing the contents in the containers provided for this purpose in front of the residences.
- Mattresses must not be used without a sheet and without the protective cover provided by the INSA.
- Pets are not allowed in the residences.
- **All the premises are non-smoking areas** (application of Decree No. 2006-1386 of 15 November 2006).

TITLE IV – LIFE IN A RESIDENCE

Article 8. :

Any occupant admitted into a residence has, in the respect of pluralism and neutrality, freedoms of information and expression with regard to political, economic, social and cultural issues; he/she also has the freedom of assembly, association and may receive visits in accordance with these rules.

Article 9. :

An occupant housed in a residence undertakes to respect the person, the work, the rest and the property of the other occupants and the staff of the INSA. In particular, he/she shall ensure not to cause or create noise, especially after 10 pm. When he/she accepts visitors, the occupant is also the guarantor of their behaviour, particularly in the event of non-observance of the provisions of the behaviour charter, the computing charter and the rules of hygiene and safety/security in force in the establishment.

Article 10. :

A communal room equipped with a refrigerator and electric hot plates is provided for residents subject to correct use and compliance with the following guidelines:

- No smoking (application of Decree No. 2006-1386 of 15 November 2006).
- Emptying of bins daily (waste, glass, recycling) in the containers provided for this purpose at the bottom of each residence.
- Cleaning of the room after each use (storing of foodstuffs, cleaning of dishes, clearing of the sink, wiping of the table etc.)
- For reasons of food safety, in the refrigerator:

1. foodstuffs must be kept in boxes or airtight containers
2. frozen foods are prohibited
3. the best before dates must be respected
4. the inside of the refrigerator must be cleaned regularly

The cleaning staff is responsible, firstly, for ensuring compliance with these instructions and is empowered to throw away foodstuffs which do not meet these criteria.

- The electric plates are designed only to warm up and not cook food. They are only suitable for quick cooking (30 minutes maximum). The cooking of food directly on the plates ("stone-plate grill" type) is prohibited. .
- In the event of flagrant non-compliance with these hygiene instructions, the occupants must return the room to its clean condition as quickly as possible failing which the room shall be closed by the Campus Life department for a period which is left to its discretion.

TITLE IV – HEALTH

Article 11. :

Any sick person is able to have a doctor of his/her choice called. In the opposite case, the resident undertakes to accept any measure taken by the nurse or the administrative department of the establishment to respond to an emergency situation. If it is in respect of a serious or contagious disease or one requiring special care, return to the residence is conditional on the production of a medical certificate stating that there is no contra-indication to community life.

TITLE V – OTHER PROVISIONS

Article 12. :

Any occupant admitted into a residence undertakes to respect this agreement adopted by the Board of Directors of the INSA.

Article 13. :

Disciplinary power is exercised at a first stage by the manager of the Campus Life department. It may be exercised in the form of a verbal observation or a written warning.

The Director of the INSA will be referred to in the case of serious offences such as significant disruption to collective life, vandalism, sub-letting or non-payment of rent and charges.

The sanctions decided by the Director of the INSA may go as far as withdrawal of the benefit of the accommodation in a residence which may occur at any time, with notice of one month.

Any serious breach of the occupants' obligations may automatically lead to exclusion from the residences without notice.

Article 14. :

The Director of the INSA is responsible for ensuring the application of these internal rules which may only be amended by the Board of Directors.

In Rennes, (date)

The tenant

The Director



Mr DRISSI

Signature of the occupant preceded by the handwritten words
"read and approved"

Accommodation rates as at 1 september 2019

The accommodation and catering rates are fixed each year by the Board of Directors.

1) Temporary stay rates for ARZ - BREHAT – CEZEMBRE

Passagers – Rate for 1 night	Housing type	From the 1st to the 8th night	Starting from the 8th night
Résidences Arz / Bréhat / Cézembre	Single room with shared kitchen	15 €	10 €
	Single room with private bathroom	22 €	15 €
	Studio with private bathroom and kitchen	25 €	17 €

2) End-of-stay fixed cleaning fee

- a. Cleaning fee for a room in the ARZ - BREHAT – CEZEMBRE residences: 60€
- b. Cleaning fee for a furnished studio in the GLENAN residence: 80€

⇒ extra amount invoiced

Summary Table

	Rental period less than 90 days	Rental period greater or equal to 90 days
On booking	Signed agreement	Signed agreement Security deposit
On arrival	Check of condition of property on entry	Definitive document certifying insurance Check of condition of property on entry
On departure	Hand-over of keys	Hand-over of keys Condition of property on departure