

Campus Life Department

SUB-LETTING AGREEMENT AND INTERNAL RULES OF INSA RESIDENCES

Academic Year 2019 / 2020

Between the undersigned:

The Institut National des Sciences Appliquées
20 avenue des Buttes de Coësmes
CS 70839 – 35708 RENNES Cedex7
represented by its Director

and

Mr/Ms*

residing at

Landline phone number.:

Student's mobile phone number.:

Student's personal email address:

* Student's last name, first name and home address

Year of study:

1st year of STPI

2nd year of STPI

Or

3rd year

4th year

5th year

Master

Or

Ph. D student

It regards:

an initial accommodation application

a renewal application

⇒ Current room number:

**Allocation of accommodation in room is
guaranteed.**

You will not receive any booking confirmation.

**All you have to do is show up at the accommodation
office on the day you have indicated on page 2**

WARNING
This signed contract is worth firm commitment.
In case of cancellation on your part and even if
you do not occupy the accommodation, you will
be liable for one month's rent.

Arrival date :

	I will arrive on
I will study on the 1 st year of STPI No arrival before 30/08/2019	<input type="checkbox"/> 30/08/2019 <input type="checkbox"/> 02/09/2019 <input type="checkbox"/> 03/09/2019 <input type="checkbox"/> other date :
I will study on the 2 nd , 3 rd , 4 th , or 5 th year No arrival before 02/09/2019 and <u>No arrival on the 3th of September</u>	<input type="checkbox"/> 02/09/2019 <input type="checkbox"/> 04/09/2019 <input type="checkbox"/> other date :

Warning :

- no arrival on Saturdays or Sundays
- if you arrive before 02/09, the nights from 30/08 to 02/09 will be subject to a special rate (15 €/ night) payable at the keys, by check or cash, in addition to your "student" rental agreement starting on 02/09. These nights can not be counted as months of deficiency for the payment of the APL / ALS.

By default, the departure date is June 30th 2020. Early departure must be notified by registered letter with acknowledgement of receipt. It may be made at any time by the student provided a notice period of **ONE MONTH** is given starting from receipt of the letter.

It has been agreed as follows:

The INSA shall sub-let to Mr/Ms room or studio 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 June 25th 2004.

The housing benefit application needs to be made to the C.A.F. ("Caisse d'Allocations Familiales", see website) which is responsible for managing this assistance. It calculates its amount according to specific rules and informs the student by sending him/her an entitlement notification. In the event of a disagreement, the student must make all necessary representations to the C.A.F.

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.

In case of cancellation on your part and, even if you do not occupy the accommodation, you will have to pay for one month

GENERAL INTERNAL RULES 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 : This contract is valid for rental and restoration with the exception of students in sports excellence, PhD students and internship students.

Article 4 :

The decision to allocate rooms and catering is taken by the Director within the framework decided annually by the various committees of the INSA. The room is allocated and vacated as of the dates defined by the academic calendar.

Details:

- No condition of property report is drawn up on entry between the Student / Campus Life staff. The student 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 student arrives after this date, the rental start date remains that indicated on the agreement.
 - If the student arrives before this date and if the room is available, the rental start date shall become the date that the keys are handed over.
- By default, this agreement is valid for rental until June 30th 2020. **Early departure must be notified directly at the office or by registered letter with acknowledgement of receipt.**

A notice period of ONE MONTH is given starting the receipt of the letter.

The "CAF" pays housing benefit, "ALS", if the student proves that the room is occupied for a whole month. By leaving in the middle of a month, the student states that he/she is aware that he/she will not obtain housing (ALS) 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 will be monthly and will take into account the rental start date and the date of departure from the residence (if early departure requested).

Article 5 :

The occupancy right doesn't give in any way the beneficiary the ability to prohibit entry to 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 6 :

With this signed agreement, the student must pay a security deposit of €450 (cash, French check or bank transfer accepted).

No key will be handed over without payment of this security deposit.

This deposit is cashed by the accounting officer of the INSA and refunded on the final departure of the student according to the conditions described below.

The security deposit is valid for all years of rental until final departure from the accommodation. But every year, the student must draw up a condition of property report with a member of the Campus Life staff. To do so, **the student must make an appointment with the Campus Life department 15 days before departure and during the opening hours of the office.** The condition of property inspection must take place on the day of the departure with the handing-over of the keys.

Several situations may arise:

- 1- The departure joint condition of property inspection takes place. The accommodation is returned in good condition → the deposit is either kept for the following year if the student remains in INSA accommodation or returned within 2 months
- 2- 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 student. The security deposit is either kept for the following year if the student remains in INSA accommodation or returned within a period of 2 months, provided all the invoices are settled
- 3- The joint condition of property inspection does not take place: the security deposit is kept by the INSA Rennes and the student will have to make a new security deposit at the start of the next academic year if he/she wishes to be housed again.

Article 7 :

The accommodation and catering prices are fixed each year by the Board of Directors of the INSA. The monthly fixed-price scheme is applicable to students enrolled at the INSA. The fixed-price is charged monthly.

Article 8 :

The student is financially responsible for any damage committed inside 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 – CONDITIONS OF OCCUPANCY

Article 9 :

The accommodation units are rented with furniture and equipment. The student 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 part of the deposit being deducted or 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, with a card that allows access to the residences, undertake to comply with the operation of the planned access control 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). Microwaves are also forbidden.
- 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. National traffic regulations apply 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.
- Students are strongly advised to lock their doors at night and when they leave their rooms, even for a short duration.

Liability:

- A provisional document certifying insurance covering the rental risks (including theft, water damage and fire) must be provided by the tenant with this signed agreement
The definitive certificate must be communicated to the Campus Life department no later than the date of the hand-over of the keys.
- The administrative services cannot be held liable for thefts of which the students 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 student in the form of costs for damage.
- The accommodation key 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 is responsible for cleaning the shared parts of the residences (toilets, corridors, stairs).
- Students 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).
- A hygiene and cleanliness check of the rooms will be performed every two months. In the event of criticisms, the student has a period of three days to correct the situation or otherwise penalties may be imposed. The following will be checked: the cleanliness of the floor, the wash basin, the furniture, the condition of the furniture, management of waste etc.

TITLE IV – LIFE IN A RESIDENCE

Article 10 :

Any student 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 11 :

A student housed in a residence undertakes to respect the person, the work, the rest and the property of the other students and the INSA staff. In particular, he/she shall ensure not to cause or create noise, especially after 10.00 pm. When he/she accepts visitors, the student 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 12 :

A common 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).
- Daily bins Emptying (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 students must return the room to its clean condition as quickly as possible. If they don't the room shall be closed by Campus Life department for a period which is left to its discretion.
- The addition of furniture (sofas and chairs) is prohibited for reasons of hygiene, fire safety and housekeeping due to the congestion of the rooms.
- At the start of the summer holiday, the room must be completely emptied of any object not belonging to the INSA so that the staff can carry out more thorough end-of-year cleaning. In the event of non-compliance with this instruction, the Campus Life department will remove these various and bulky objects and will charge the removal costs to the students as damage.

TITLE IV – HEALTH

Article 13 :

The students housed in residences must undergo the medical checks in force. As soon as a resident believes he/she is infected with a contagious disease, he/she must promptly inform the nurse of the establishment and the Campus Life department. Similarly, in the event of serious sickness or accident, a report must be made immediately to the Campus Life department. 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 14 :

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

Article 15 :

A single change of status (Internal ⇔ accommodated External) will be allowed over one academic year with a notice period of 1 month and the change of status is applicable only on the 1st of the month. The change of status does not change the occupancy of the room.

The request to change must be made in writing. If the Campus Life department has no written record of the request, no complain will be accepted.

For example: for a request to change your status made on 15 January → the change will be effective on March 1st.

Article 16 :

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 students' obligations may automatically lead to exclusion from the residences without notice.

Every year, proposals for room transfers or non-renewal of rental for disciplinary reasons presented at the end of the academic year by the Campus Life department manager will be submitted for a decision by the Director of the INSA.

Article 17 :

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.

The Director

In Rennes, (date)



Mr DRISSI

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

Mandatory signature of the parent or legal guardian
if the student is a minor.

Accommodation rates as at 1st September 2019

(Board of Directors decision of march, the 14th of 2019)

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

1) ARZ - BREHAT - CEZEMBRE residences

a. Monthly INSA student rate with internal status

Residences	Rent	Charges	Refectory	TOTAL
ARZ, BREHAT, CEZEMBRE	260	30	160	450

b. Monthly INSA student rate with external accommodated status (*)

Residences	Rent	Charges	TOTAL
ARZ, BREHAT, CEZEMBRE	260	40	300

⇒ (*) Only for students undertaking sporting excellence studies, doctoral students, internship students and double degree students.

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 LES GLENAN residence: 80€

⇒ extra amount invoiced.

Summary Table

Upon booking	<ul style="list-style-type: none"> Signed agreement Security deposit Provisional document certifying insurance
Upon arrival	<ul style="list-style-type: none"> Definitive document certifying insurance Check of condition of property on entry
Upon departure	<ul style="list-style-type: none"> Condition of property on departure