



UNIVERSITY COLLEGE OF COOPERATION

NUNO KRUS ABECASIS

RESIDENCE REGULATION

2019/2020

The Residence

The City of Lisbon Foundation (F.C.L.) has a Student Residence, within the scope of the Project “College College of Cooperation - Nuno Krus Abecasis”, receiving primarily its scholarship holders and other university students.

It aims to provide residents with the best housing conditions by promoting their integration into the City and the academic community.

This Regulation ensures the efficient, transparent and rigorous functioning of the Residence, contributing to a study and family environment.

The Residence is located in Campo Grande, nº 380, 1700-097- Lisbon, in a building of three floors, occupying an area of 1,300m², with twelve rooms with toilet, distributed as follows:

- 3 bedrooms with 2 beds
 - 1 room with 3 beds
 - 6 4-bedded rooms
 - 2 bedrooms with 6 beds
 - Kitchen equipped with cabinets, individual lockers, electric hob, microwave, 4 refrigerators, 2 washing machines and 2 hand wash tanks
 - Dining room with 2 TVs
 - Study room
 - Computer room
 - Attic with clothesline, laundry area and ironing boards
 - Wifi throughout the Residence
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- Apartment with twin bedroom, living room, kitchenette and toilet, independent of the Residence building, in the garden space.

Article 1st

(RESIDENCE OPERATION)

1. The administration and management of the Residence are under the responsibility of the Cidade de Lisboa Foundation, under the guidance of the Director of Services and the Administrative Coordinator, with the Caretaker as their assistant;
2. The Caretaker shall inform FCL about the actions of the residents, whenever deemed necessary, for reasons of discipline or others that cannot be exceeded;
3. The residence is open all year round;
4. The opening hours of the Foundation's headquarters shall be from Monday to Friday from 9.30 am to 1 pm and from 2 pm to 6 pm;
5. The day of entry into the residence should, preferably, be on working days;
6. The reservation date counts as the date of entry into the Residence, the date from which tuition begins to count, even if visa delays arise which delay arrival;
7. Each resident upon entering the residence must fill in an identification form with his / her details, sign a declaration of commitment, acceptance and compliance with the current regulation, as well as subsequent updates that will be subsequently made and communicated to all in good time. the residents;
8. The access gate to the building is open during the Foundation's working hours. However, residents may enter at any time using electronic means. Out of hours, for security reasons, each resident should always close the gate and the door to the building.
9. At the time of admission, the biometric data of each resident is recorded to allow entry to the residence gate and door.
10. Residents respect silence during work and rest hours, avoiding noise, talking too loudly and complying with absolute silence in all spaces from 24 hours until 7:00.
11. Residents take care of daily airing, tidying and weekly cleaning of the rooms according to the posted scale, while also keeping the common areas clean.
12. To prevent damage, all windows of both bedrooms and living rooms should only be opened after the blinds have been fully lifted.

13. Upon entry and upon delivery of the € 70 deposit: each resident, accompanied by an FCL member, will check the equipment, the bed and bath linen placed at their disposal and receive the keys, the bedroom and its wardrobe. Each resident can use, his/hers own clothes, always being required to use the mattress guard, provided by FCL. The deposit amount is always as mentioned. Each item of clothing, as well as the equipment, is identified with the number of the room and the respective bed, and each resident must keep his clothes stored, leaving it on the clothesline only for the strictly necessary time, thus avoiding any changes. On exit, all items are checked. In the absence or damage to any part, due to improper use, the value of its cost will be deducted to € 70,00, as well as any damage done to the equipment used. The difference will be returned.

14. In the case of departure on Saturdays, Sundays and public holidays, as well as early in the morning, the resident must request in advance the verification of the goods and the return of the deposit, with the Administrative Services.

15. At the time of departure, residents must leave the premises clean and tidy, that is, under the conditions in which they found them upon entry, otherwise the amount of the deposit paid upon admission will be withheld.

16. The possession of the keys is personal and non-transferable.

17. In case of loss of keys, the resident shall immediately inform the FCL services that will replace them, and the amount will be charged to the resident.

18. Beds must have a mattress protection, two sheets and two pillowcases on the pillow. The blanket must not be in direct contact with the body. It should lie between the bottom sheet and the top sheet, as the blankets cannot be washed as often as the sheets. Blankets can only be machine washed under the supervision of the housekeeper responsible for maintenance and cleaning.

19. In the kitchen, the cleaning of everything that is dirty by each resident in the preparation of their meals (electric hob, microwave, countertop, table, dishes, etc.) is their sole responsibility.

20. The daily cleaning of the kitchen is ensured by users, on a fixed scale, and should be done by 9am each day. After the task, which includes: sweeping the floor, washing the countertop, the hob, the microwave, the table, the sink and the floor, the resident signs the scale sheet and records the time when it was finished.

21. The kitchen cleaner is also responsible for placing the organic waste bag in the container, as well as the items for recycling in containers, placed at the entrance of the Foundation and, outside FCL space, as in the case of glass and bottles. If the organic waste bag leaks liquid or solid along the way from the kitchen to the container, cleaning is also the responsibility of the resident. It is also responsible for placing a new plastic bag in the waste bin.

22. The cleaning of the refrigerators is done fortnightly and also by scale, posted by FCL's Administrative Services. Any resident who does not comply with the cleaning of either the kitchen or the fridge will be subject to a penalty.

23. Washing machines will be used for a fee of € 2.00 per wash and the detergent to be applied will be exclusively available to residents of the kitchen.

24. The locker assigned to each resident must be kept clean and locked with his own lock.

25. Meals should be limited to breakfast and simple meals without intense smells.

26. Cooked food should be cooled in plastic or other containers for storage in the refrigerator and never in metal containers. These cannot be placed in refrigerators. The used dishes are immediately washed, dried and stowed in the lockers. Any dishes found dirty, with or without food inside (other than in refrigeration containers) or messed up will be removed by F.C.L. and will not be returned.

27. The dishes are the responsibility and belonging of each resident.

28. FCL officials periodically inspect the rooms and other spaces. If they are not in the right condition, students will be advised of the action to be taken. In case of continued non-compliance, sanctions will be applied.

29. F.C.L. is not responsible for the loss or damage of personal effects.

30. Televisions, video players, and / or other electric or gas appliances are not allowed in the rooms.

31. When leaving the rooms the lights will be turned off, taps closed and the last one leaving the rooms should turn off the air conditioners and the lights.

32. From 24h00 on all room lights should be off. Similarly, computers, tablets and mobile phones will be turned off.

33. It is not permitted to remove and / or move material, furniture, equipment and other utensils attached to the common spaces and rooms, or to assign them for any purpose other than that determined by FCL. It is not allowed to stick posters, photographs or stickers on walls and doors, to nail nails or to make any kind of inscriptions on them.

34. Damage caused to both the physical facilities and the equipment of the residence is the responsibility of the perpetrators, when identified, or of all residents if the cause of the damage is not identified. Detection of damaged or destroyed equipment will result in the payment of a fine for the damage.

35. Music devices should always be worn with earphones, even during the day, in all areas of the home.

36. The residents should not speak loudly on their cell phones and after midnight it is expressly prohibited to talk on their cell phones in the bedroom or in the corridors. In the computer room and study room it is equally forbidden to receive or make calls and / or speak loudly.

37. The access of visits, at most two at a time, per resident, is only allowed in study areas and always accompanied by residents. Visitors are not allowed access to the rooms and the dining room and TV. Each resident will be held responsible for the acts or behavior of their visits. Visiting hours are from 9:30 am to 1:00 pm and from 2:00 pm to 6:00 pm on working days, with no visits to weekends or holidays.

38. If an abnormal consumption of water or energy is found to be attributable to the resident for non-responsible use of electrical equipment or negligence, the cost of this expense shall be immediately charged to the resident.

39. For safety and hygiene reasons it is expressly prohibited:

- a) Cooking outside the kitchen space;
- b) Frying in dipping;
- c) To burn, namely to light candles, incense or any other related objects, in any dependence inside the residence;
- d) Smoking inside the building;
- e) Possession of explosive or toxic materials, flammable or hazardous to the health and safety of the Residence and its occupants;

- f) Possession of weapons of any kind;
 - (g) Gambling;
 - (h) Drug use;
 - (i) Excess of alcohol consumption;
40. Under penalty of expulsion and / or application of other sanctions, including those provided for in “Chapter 6 - Failure to comply with this Regulation”, (a) Improper acts of community life or endanger the safety, hygiene and welfare of residents;
- b) Disrespect for FCL employees or residents;
 - c) Holding of parties without the prior permission of the Board;
 - d) Eat or drink in bedrooms and study rooms (except water).
 - e) Store dishes and solid or liquid food (except water) inside the rooms;
 - f) Eating or drinking sitting on sofas;
 - (g) Lie on the couches and / or rest with the feet on them;
 - h) Consume food belonging to other residents;
 - (i) Iron on the bed, chair or inside the room;
 - j) Provide the use of their rooms to third parties;
 - (k) The use of beds by other residents;
 - (l) Gather into rooms other than their own, impairing the tranquility of the users themselves;
 - m) The change of beds and room;
 - n) Leave books or other untidy belongings in the study rooms;
 - o) Provide access to persons outside the Residence, or to visits outside of hours and days;
 - p) Receive more than two visits simultaneously;
 - q) Keep objects and / or goods that do not belong to them within the residence;
 - r) Allow animals to enter and / or stay in the building;

Art. 2nd
(CLEANING SERVICES)

1. Periodically, an employee of F.C.L. cleans the common spaces;

2. The cleanliness of the rooms and the kitchen is the sole responsibility of the residents. However, every six months the Foundation will thoroughly clean both the bedrooms and the kitchen.

Article 3rd (RESIDENT OBLIGATIONS)

Each resident is responsible for:

1. Regularize the situation of stay in the country, with the Foreign and Border Services;
2. Keep the room and bathroom clean, fresh and tidy, as well as all common spaces;
3. Keep the suitcases in the attic, requesting the Caretaker to open their own space for this purpose. All bags must be identified. Luggage is not allowed inside the rooms except on the eve of departure or within two days of arrival.
4. Remove from the refrigerator the food unfit for consumption, avoiding bad smells and contamination of other foods;
5. Pay the expenses for cleaning products for the kitchen, garbage bags, etc. (2.00 € / month / resident), which is paid monthly in the administrative services;
6. Purchase your food, always in small quantities, ensuring good management of the refrigerators, identifying all products to avoid changes.
7. Keep the Lisbon City Foundation always informed of where the residents are, and the most effective way to be contacted (through the Caretaker) whenever are absent for more than 48 hours;
8. For the preservation of the room, its furniture and bathroom, each resident is responsible with the colleagues for the goods of common use;
9. Maintain light weight on the shelf above the bed. It is the responsibility of each resident to manage this weight.
10. Leave the bed neatly made every morning before leaving the room, and all belongings tidy. F.C.L. makes a cleaning and storage control as often as necessary;

11. Clean the room and bathroom at least once a week. The cleaning is made by its occupants, arranged according to the scale posted on the door of each room. After cleaning, the resident signs the sheet on the day on which it was made. The room cleaner is responsible for: vacuuming / washing the entire floor of the room, including under the desks and chairs; wash the washbasin, the mirror, the shower, the glass doors, the toilet, the bathroom floor and dump the dustbin directly into the container at the entrance of the FCL.

12. Manage the usage time of the bathroom. Toilets are for everyone's use, so every resident should obviously endeavor to take as little time as possible. When you leave, you will have to leave the bathroom spotlessly clean. Cleaning products should be ordered from the Caretaker or FCL maintenance worker.

13. The vacuum cleaner, buckets and mops are stowed in the pantry under the 2nd floor access ladder.

14. Purchase toiletries including toilet paper;

15. Wash the personal bed and bath clothes, the latter must be done once a week.

16. Properly use the washing machines, taking into account their working hours. The detergent to use will always be what is available in the kitchen;

17. Washing machines should only be used when they have sufficient clothing to fill them. There are two tanks for hand washing small items.

18. Remove clothes from the machine and put to dry immediately (if the clotheslines are occupied at the time, the clothes should be placed in a basin until space is available). Remove clothes after drying and arrange them in their bedroom closets;

19. Pack clothes or shoes that remain on the clothesline. If it remains for more than one week in a row it will be withdrawn and will not be returned.

20. Do not put clothing to the window or shoes, or anywhere other than for the purpose in question.

21. Keep the locker clean and purchase a lock to close it.

22. Iron in the appropriate space, next to the clothesline, on the top floor of the building. There are ironing boards, the use of which should be programmed among residents.

Chapter 4th (PAYMENTS AND STAYS)

1. Each resident (who is not covered by an institutional protocol) shall, in the act of booking a bed, pay a month (deposit) and will not be returned under any circumstances.
2. Payment of the first monthly fee will be made on the date of admission, considering the date indicated in the reservation request.
3. Payments of the monthly installments shall be made, by bank transfer, to the account on behalf of the Cidade de Lisboa Foundation, at Banco Millennium BCP - IBAN: PT50 0033 0000 0000 7013 87705, BIC / SWIFT: BCOMPTPL. All bank charges for transfers from abroad or from Portugal will be the responsibility of the resident. It is your sole responsibility to identify the transfer with its full name.
4. The monthly payment is made every month, always on the same day of your entry into the Residence.
5. The deposit amount of € 70.00 will be paid in cash at the administrative services upon entry to the Residence.
6. The monthly fees are set out in Annex A to this Regulation.

Chapter 5th (FAILURE TO COMPLY WITH THE RULES)

1. Failure to comply with the rules written down in this Regulation shall entail disciplinary proceedings, subject to the following penalties:
 - a) Oral warning
 - b) Written warning
 - c) Definitive and / or immediate loss of the right of accommodation at F.C.L.
2. Failure to pay the tuition on the due date shall constitute the Foundation with the right to decide on the immediate loss of the right to accommodation in the Residence, or to demand the payment of a fine of up to 50% of the total tuition

fee or trigger the deposit, on the date of non-payment, losing the right to accommodation at the end of the deposit;

3. Disrespect for the persons responsible for the Residence or for any employee also gives the Foundation's right to decide on the immediate loss of the right of accommodation without the right to repayment of the amounts paid (monthly and guarantee). The deposit of € 70.00 will be returned once the condition of the equipment and clothing has been checked and the keys have been returned.

Chapter 6th

(APPLICATION OF THE REGULATION)

Cases not provided for in these Regulations or any questions regarding their interpretation shall be resolved by deliberation of the Board of Directors of Lisbon City Foundation, upon proposal of the Director of Services and the Administrative Coordinator and with the opinion of the Caretaker, if he respects the matter of his competence.