

## **Student Residence Regulations**

City of Lisbon Foundation (CLF)

### **THE RESIDENCE**

The CLF residence is located in Campo Grande, N.º 380, 1700-097 Lisbon, a building composed of three floors, occupying an area of 1.300m<sup>2</sup>, distributed as follows:

- 3 rooms with WC and 2 beds;
- 7 rooms with WC and 4 beds;
- 2 rooms with WC and 6 beds;
- 1 apartment (Outside the Residence)

Kitchen with cabinets, individual lockers, electric hob, microwave, four refrigerators and two washing machines;

Dining room with two televisions;

Study room;

Computer room and wireless internet access;

Attic, with drying area and ironing boards.

### **I – ORGANIZATION**

To ensure the existence of mutual respect, responsibility and freedom, there must be rules to allow the proper functioning of the residence and a healthy cohabitation of a considerable number of residents, as follows:

1. The main entrance is open during working days from 9,30 to 13,00 and from 14,00 to 18,00. Residents can, however, enter the residence anytime using an electronic mean of access to the gate and the door of the building;
2. Residents must assure there is no unnecessary noise during working hours, and maintain absolute silence during sleeping hours, from 24:00 to 7:00;
3. Any stereos must be used with auricular, even during the day, so as not to disturb other residents in the same room or in other spaces; The residents should not speak loudly to the mobile phone and, after midnight, is expressly forbidden to talk to the phone in the room. In the computer room and study room is forbidden to make or receive calls or talk loudly;
4. Televisions, videos and similar appliances, as well as other electrical or gas appliances are not allowed in the rooms.
5. Access by non-residents is only permitted in the study and computer rooms, if accompanied by residents. Each resident will be responsible for the acts or behavior of their visitors. The visiting schedule is 9.30 to 13.00 and from 14.00 to 18.00 on weekdays. Visits are not allowed on weekends;

6. Only CLF students that live abroad may remain in the Residence, for study purposes, from 7:00 to 24:00 all days;
7. The CLF is responsible for the administration and management of the Residence, under the guidance of the Director of Services and the Coordinator, which are assisted by a Caretaker;
8. The Caretaker shall inform the CLF of all actions regarding the residents, whenever he deems necessary, for reasons of discipline which he or she cannot resolve;

## **II – MANAGEMENT**

1. When accepted to the Residence, each student must sign a declaration of acceptance and compliance with the Regulations and all updates made later and communicated to the residents;
2. Upon entry, and in return for a deposit (€70,00) the resident will receive a room key, a wardrobe and a locker key, and if desired, linen and towels. The use of the CLF bed protection is always mandatory.  
The CLF's linen and towels are marked with the room and bed numbers. Each resident must pay attention after washing them in order to avoid using other linen than their own. When leaving the residence all items must be returned and are checked. After the return of all pieces in good condition the deposit will be refunded. In the absence of a part, the cost will be deducted from €: 70.00, and of any damage done to the equipment used.
3. The use of the keys is personal and not transferable.
4. The CLF will not be responsible for any loss or damage to personal belongings.
5. Residents, when they leave room, should turn off the lights, let the taps closed and the last to leave the rooms should turn off air conditioners and lights;
6. The following acts are not permitted inside de Residence:
  - Any actions improper of community life, or liable to jeopardize the safety, health and welfare of residents;
  - The possession of weapons of any kind;
  - Smoking inside the building;
  - Gambling;
  - Drug consumption or possession;
  - Excess of alcohol consumption;
  - Parties, except when authorized by the Direction;
  - Store dishes and solid or liquid food (except water) inside the rooms;
  - Eating or drinking outside the Dining Room and Kitchen;

- To eat or drink sitting in the dining room sofas (there are tables and chairs for this purpose);
- Lie down on the sofas or support feet on the pads;
- Ironing on the bed or inside the rooms;
- Allowing the use of rooms by others;
- The exchange of beds or bedrooms;
- Hammering nails or pasting posters on any walls.

### **III – CLF OBLIGATIONS**

1. CLF ensures the cleanliness of all common spaces, not including the kitchen, which is the responsibility of residents, as well as the acquisition of cleaning products for that purpose, and garbage bags;
2. The CLF ensures good conditions of use and hygiene of all common spaces and equipment;
3. The Residence remains open throughout the year;

### **IV - SUPPORT STRUCTURES**

1. The preparation of meals must be limited to breakfast and simple meals;
2. Residents are not allowed to prepare meals which produce intense odors;
3. It is forbidden to fry in immersion;
4. Residents are responsible for the cleaning of their residues and all that is left dirty after the preparation of their meals (electric plate, microwave, pans, dishes, cups, cutlery, countertop, floor, etc.) immediately after use.  
It is not allowed dirty dishes in the sink or on the counter and no food to cool in pans or pots. The food must cool in plastic boxes, suitable for storage in the refrigerator and these may remain on the bench until they are put in the cold. The dishes used should be washed immediately, lean and tidy in the lockers. All the dishes found dirty, with food inside or messed will be taken by the management of CLF and will not be returned.
5. Daily cleaning of the kitchen is of the responsibility of the residents who use it, according to the displayed schedule. Cleaning is done up at 9:00 am, and each student record his name on the sheet affixed, in the correspondent day, indicating the time at which held the cleaning.  
The cleaning of the refrigerators is monthly and also abides to a schedule.
6. The waste is necessarily separated into plastic, paper / cardboard, glass and organic waste (food scraps). There are containers suitable for each type of garbage in the kitchen;

7. The responsible for cleaning should: wash kitchen countertop, electric plate, the microwave, the table, the sink and the floor; Put in the container located in the main entrance of CLF organic waste and in the other containers placed in the parking ramp, paper / cardboard, glass, plastic, etc. and put a new bag trash, in the kitchen trash can.
8. Residents are responsible for the maintenance of all equipment exclusively available to them;
9. The lockers must also be kept clean and tidy;
10. The dishes, pans, glasses and cups are of the responsibility and ownership of each resident;
11. In study rooms it is not allowed to eat or drink, except water;
12. All support equipment (TV, washing machine, refrigerator, electric plate, microwave, etc...) should be treated with the utmost care, and the Caretaker will be immediately notified as soon as any abnormalities are detected;

#### **V – RESIDENT OBLIGATIONS**

1. Residents must keep the rooms clean and tidy at all times;
2. Residents must stow suitcases in the attic, asking the caretaker to open the proper space for the purpose. All suitcases should be identified. Suitcases are not allowed inside the rooms except on the eve of departure or within two days of their arrival;
3. Residents must keep the kitchen clean and tidy.
4. Remove from refrigerator improper food for consumption, avoiding bad smells and contamination of other foods;
5. Residents must pay the costs of cleaning products for the kitchen, garbage bags, etc., (+ - €: 2.00 / month / resident) whose payment is made monthly to the caretaker;
6. Residents purchase their food, always in small amounts, ensuring the proper management of refrigerators and should identify all stored food in the refrigerator and freezer to avoid exchanges (there are self-adhesive labels for this purpose in the kitchen);
7. Residents may not perform any illegal or socially inappropriate activities;

8. Residents are responsible for all legal procedures regarding their stay in the country, with the Foreigners and Borders Service (in case of long-term residency);
9. Residents must keep the CLF informed (through the Caretaker), at all times, of where they are staying and the most effective way to be contacted whenever they are away from the Residence for a period exceeding 24 hours (in case of long-term residency);
10. Each resident is responsible for the maintenance of their room, its furniture and bathroom, and co-responsible, together with the other residents, for the goods and areas of common use;
11. Each resident must leave his bed neatly made every morning before leaving the room, and all belongings tidy. The CLF assures a weekly housekeeping control;
12. Each bedroom and bathroom must be cleaned once a week, at least, by its occupants, organized in "roulement" according to the scale posted on the door of each room. After cleaning, the resident signs the sheet, in its day when held; The responsible for the cleanliness of the room shall: clean all the bedroom floor, including under the desks and chairs; wash basin, mirror, shower, glass doors of the shower, the toilet, the floor and put the trash in container placed at the CLF entrance;
13. The bathrooms are of common use, so each resident must take as little time there as possible, and ensure that they leave each bathroom spotless, after use. Cleaning products are available in the bathroom closet. When the cleaning product is finishing it should be asked it to CLF's collaborator Ms. Isabel Dias or to the caretaker, Mr. David João.
14. All personal hygiene products, including toilet paper, must be acquired by each resident;
15. Each resident is responsible for washing their personal clothes, linen and bath towels, which must be spotless at all times;
16. Washing machines are available for the use of all residents. The machines must be used correctly, and the time periods for each use must also be respected; the detergent to be used should be suitable for machines and never detergent for hand washing;
17. After washing, the clothes should be taken out and immediately hung (if the hangers are occupied at the time, the clothes should be placed in a bowl until there is space available in hangers). After dry, clothes must be removed, folded and stowed in the rooms;
18. Each resident is allowed to use laundry machines twice a week, and must acquire their own washing powder;

19. The use of the electric iron, which is owned by each resident, can only take place in space for this purpose next to the hanger, on the top floor of the building. There are ironing boards, and their use must be subject to a schedule between residents;

## **VI - LOSS OF CLF RESIDENCY RIGHTS**

1. Failure to comply with the stipulations in these Regulations allows CLF to decide on the immediate loss of the right to accommodation at the Residence, without prejudice to the pre-hearing of resident first;
2. The CLF can also opt for a mere oral or written warning, which shall give place to immediate loss of accommodation rights in case of recurrent behaviors;
3. The lack of tuition payment, when due, also allows the CLF to deliberating the immediate loss of accommodations rights at the Residence.
4. Lack of respect acts to the Residence management or to any employee gives CLF the right to decide on the immediate expulsion without the right to the refund of amounts paid (monthly fee and bail) except the deposit of €: 70.00, which will be returned after checking the good condition of the equipment available to the resident and returning of the clothes and the keys;

## **VII - IMPLEMENTATION OF REGULATIONS**

Cases not provided for in these Regulations, or any doubts on their interpretation will be resolved by the Board of Directors of the CLF, after the proposal of the Director of Services and the Coordinator, and the opinion of the Caretaker, depending on the subject in dispute.

## **VIII – PAYMENTS**

1. The residents (not covered by institutional protocol) must, when booking a bed, assure the advance payment of 2 months (1st and bail) without refunding under any circumstances; the amount of fees is listed in Appendix A to this Regulation;
2. Payments shall be made in cash, or by transfer to the CLF account, IBAN: PT50 0033 0000 0000 701387705, BIC/Swift: BCOMPTPL.  
Bank transference costs are paid by the resident; all transference bank charges either in the country of origin or in Portugal that are charged to the account of the CLF will be the resident's responsibility (by presentation of the the bank receipt). The amount charged for transfers made from countries outside the European Union set out in Appendix B.
3. Tuition payments are made, monthly, on the same day of entrance.

## **Appendix A**

Single room: €: 500,00/month;  
Double room: €: 250,00 /bed/month;  
Room with 4 beds divided into two spaces: €: 220,00/bed/month;  
Room with 4 beds(without division): €: 190,00;  
Room with 4 bunk beds: 190,00/bed/month;  
Room with 6 beds: €: 190,00/bed/month;  
Apartment: €: 600,00 (€:300,00 each bed)

Where the day of departure does not match the day the resident entered and, wanting to stay longer, residents will pay for each week of stay, an amount equal to one quarter of the monthly fees.

## **Appendix B**

Bank transferences from countries out of the European Union cost €: 19,23.  
From Portugal it depends on the banks, + - €: 5,00.