



## PRATICAL INFORMATION TO THE RESIDENT

Dear New Resident,

Allow us to offer you a warmest welcome to our establishment. We hope that you will find, within our walls, an environment which will allow you to progress with your studies while making new friends.

This is a communal residence, and you already have in your possession the rules and regulations which apply during your stay at the Cité universitaire. We believe that we should underline several points.

### 1. Addresses

Pour le bâtiment A :	Pour le bâtiment B :	Pour le bâtiment C :	Pour le bâtiment D :
NOM Prénom	NOM Prénom	NOM Prénom	NOM Prénom
Avenue de Miremont 46	Avenue Louis-Aubert 4-6	Chemin Edouard-Tavan 5	Chemin Edouard-Tavan 9
CH-1206 Genève	CH-1206 Genève	CH-1206 Genève	CH-1206 Genève

### 2. Absence (Only building A and B)

The sub-letting of your lodgings (only by the Cité universitaire) is possible for the following motifs: medical treatment, military service or an internship in relation to your course studies. A request must be submitted in writing to the Management (you may obtain a form at the reception) along with an attestation to justify the absence. The minimum departure is for 4 weeks and the maximum 2 months. The lodging must be completely emptied of all personal effects. An inventory must be made upon leaving and the keys returned to the reception. Only the days sublet (minimum of 10 days) will be deducted from the housing price by the Management. The rest will be billed in accordance with the price of the location corresponding to the housing contract, calculated in proportion to the days during which the lodging was rented.

**We remind you that the lodgings in buildings "C" and "D" cannot be sublet in case of absence or holidays. The resident must, therefore, pay his/her lodging for the whole duration of the contract.**

### 3. Insurance

You are required to have the coverage of an insurance policy for Civil Liability covering damages caused to other people or goods. If you do not have a personal insurance, a copy of which must be given to the reception, you will automatically be covered by our collective insurance for the sum of CHF 31.50.- annually. The insurance takes effect from your arrival until you leave but maximum up to 31<sup>st</sup> August.

This insurance covers for the damages in the rented premises, the installations and the fittings excluding the furniture. The amount insured is CHF 5'000'000.-. A franchise of CHF 200.- is liable for each sinister at your charge.

The coverage ends automatically when you leave the Cité universitaire and if you do not request a renewal for the next academic year.

### 4. Barbecue

A space is at your disposition on the gardens of the Cité universitaire. You must reserve it at the Reception and pay a deposit (the space is closed during the winter period). We remind you that the use of barbecues on the balconies, or in the apartments, is forbidden.

### 5. Bedding - Sheets

Bed linen is not provided by the Cité universitaire. The mattress protector, pillow and duvet are provided. The mattress in the single bed is standard size 90 cm x 190/200 cm and the duvet is 160 cm x 210 cm.

### 6. Bicycles

It is strictly prohibited to have a bicycle in either the lodgings or the corridors/floors.

You may obtain a key for the Bicycle room (Buildings A and B) which is to be found under the building B. Building C, the apartment key opens the bicycle room on the ground floor. In building D the badge opens the

bicycle room. Once a year, in June, the Cité universitaire proceeds to an inventory of bicycles and eliminates those without any owner.

## **7. Cafeteria/Pizzeria**

Open 7/7 according to the schedule indicated at the cafeteria. Tel: +41 (0)22 839 2069.

The restaurant is open:

Monday to Friday: 7am to 23pm

Saturday and Sunday: **Cafeteria closed**

The pizzeria is open:

Monday to Friday: 11am à 14pm et 18pm à 23pm

Saturday and Sunday **Pizzeria:** 6pm to 11pm

## **8. Cité Bleue Theatre**

The Cité universitaire has a theatre within its walls. The Theatre CITE BLEUE which presents many different productions during the year.

## **9. Common rooms**

There are several common rooms at your disposition in buildings A and B and D:

- A large common room between Building A and B (reading, study and discussion area) and in the basement of Building D, including a games room in the underground Building D (billiards, ping pong, baby foot and board games) are of free access for all residents.
- 2 study rooms (A13.00 and B5.33) Study boxes in the underground Building D.
- Soft sports room (B6.33) to practice Pilates, yoga, stretching (reservation at the reception [guest@unige.ch](mailto:guest@unige.ch))
- The party room, "Arcade 46" (capacity 100 persons, accessible by the central stairwell) is available for private parties (e-mail: [cite-uni@unige.ch](mailto:cite-uni@unige.ch)). Upon request, evenings for residents may be organised the Friday or Saturday (access is limited to those students who are aged 18+).

The following rooms may also be reserved for private events:

- A large dining room/fitted kitchen for 20 persons (B4.33)
- A music room with piano (in the cellar Building D)
- A multi-purpose room (in the underground Building D) (e-mail [cite-uni@unige.ch](mailto:cite-uni@unige.ch))
- A projection room / TV room in the underground Building D (reservations at the reception [guest@unige.ch](mailto:guest@unige.ch))

## **10. Epicerie de la Cité - Corner shop**

Situated on the ground floor of Building B

Open 7/7 to 10pm Sunday to Thursday and 11pm Friday and Saturday

They stock a wide choice of products

Telephone +41(0)22 347 91 35

## **11. Fridges Building A and B**

The doors to the fridge rooms must be kept locked. The Management declines all responsibility for any loss of food. You will receive a key which opens both fridge and kitchen and which you will keep for the duration of your stay. For the floors A 8, A 13 mountain side, A 3, A 9, A 11, A 10 roadside and B3 (corridor 1 to 15) there is a key code in your information folder.

For the safety of your food, it is recommended to:

1. lock the door of the room after each use;
2. store your food in closed boxes/bags so that the food is out of sight.

## **12. Guardian**

A guardian is on function when the reception is closed. In case of emergency, contact the extension n° 2239 or the external number: +41 (0)22 839 2239.

In case of an emergency please refer to the lists beside each internal phone and on the door of your room.

## **13. Internal telephones**

For internal calls there is a telephone on each floor and in the common area underground.

The 0800 numbers are permitted from these telephones. Just add a 0 at the start.

**A list of emergency numbers may be found beside each telephone.**

#### **14. Internet**

In the services related to your stay an Internet access is included. Our partner EDIFICOM provides support at [support@edificom.ch](mailto:support@edificom.ch) or tel. +41 (0)21 313 2310.

#### **15. Inventory (art.18 Règlement de la Cité à l'usage du résident)**

An entry inventory of the state of your room and / or apartment will be made before your arrival. The exit inventory will take place after your departure. You will be billed for any damage noted at the departure. The deposit will not be returned if the inventory has not been done by the Cité universitaire. If the lodging is not up to standard, the resident will be billed for the CHF 50.-/hour needed to clean it.

#### **16. Kindergarden**

The kindergarden is run by the "Bureau d'information de la petite enfance (BIPE) de la Ville de Genève ". It has a capacity of 60 children.

#### **17. Kitchens**

You have the use of communal kitchens and must bring your own utensils. You are responsible for the eventual damages occasioned to the fixtures and the electrical instruments. Thus, do not hesitate to ask for information if you do not understand the functioning of the equipment.

The instructions concerning the comportment you should have in the event of a fire are posted behind the doors of each kitchen. We thank you for reading it and for complying with the said instructions.

**We ask you not to forget to turn the hotplates off after use and also to never leave them on without surveillance.**

We remind you that you should never throw water on an oil-based fire but to cover it with a damp cloth or other damp tissue. Fire extinguishers are to be found near all kitchens in Buildings A and B, in the corridors of Building C (7<sup>th</sup>, 5<sup>th</sup>, 3<sup>rd</sup> and 1st floors) and ground and 7<sup>th</sup> floor Building D.

**A fire blanket is at your disposition to give you a chance to extinguish an eventual fire. Also, please take time to locate the nearest fire extinguisher.**

In case the kitchen is not cleared (dirty dishes, utensils all around the kitchen), there will be no cleaning by our staff.

#### **18. Laundry**

A coin operated automatic launderette, open to the public 7/7, **open from 6am to 11pm**, may be found on the ground floor of Building B.

For all questions contact MULTIWASHER, tel. +41 (0)78 615 22 76.

#### **19. Loss of keys or badges**

If you lose your keys/badge you may request another set from the reception against payment (full set CHF 158.-, room CHF 55.-, kitchen CHF 50.-, mailbox CHF 19.-, office table CHF 19.-, the badge CHF 15.-). To be given a set by the guardian when the reception is closed, a means of identity (passport or ID card) must be presented. A change of the lock cylinder will entail a bill of CHF 375.-

Outside the hours of the reception, if you forget your keys/badge, please contact the guardian (internal telephone 2239).

**20. Luggage cellar:** You can leave your luggage in the cellar. Appointment to be taken at the Reception (max 1m<sup>3</sup> per person). The resident must collect his/her belongings before the end of the contract with the Cité universitaire.

#### **21. Machines vending contraceptive**

The vending machines are to be found in Building A 6<sup>th</sup> Building B 6<sup>th</sup> and Building C ground floor.

#### **22. Miscellaneous**

Grills, caquelons for fondue and raclette machines may be rented at the reception for CHF 10.- with a deposit of CHF 100.- Boxes of dishes and cutlery may be rented for CHF 20.- per year.

#### **23. Photo lab**

A black and white photo lab has been set up in the cellars of building C. it is run in partnership with the Activités culturelles de l'Université de Genève. More information at the reception [guest@unige.ch](mailto:guest@unige.ch).

## **24. Payment of the lodging**

The price of the lodging has to be paid by the 10<sup>th</sup> of each current month.

Failure to do so and you will receive a reminder charge CHF 10.-. You will have 10 days to make your payment. If there is no reaction to that in that delay the cancelation of your contract will be notified to you for the end of the current month for the default of payment.

**Payments may be made through the application CUG Booking** (no payment at the reception desk will be accepted):

By Credit Card

By QR code

By postal payment (IBAN)

Information about these payment methods can be found on your secure area.

Transfers may take several days to come to us. Please take this into consideration and submit them early.

For the attention of the confederated resident:

In order to benefit from the price indicated in this contract, the confederated resident must use the rented premises as a weekly place to stay.

The month following the start of the contract, at the latest, the resident must provide the Cité universitaire with a document (certificate of residence) issued by the commune of weekly stay (City of Geneva). In order to do so, he must present to the commune of weekly residence the certificate (declaration of domicile) of his residence in his commune of origin in Switzerland.

In the absence of proof of weekly residence, the price of the stay will be taxed in addition at the special VAT rate of 3.7%.

## **25. Parking**

The badges for the parking of the Cité universitaire may be allocated to residents according to the spaces free for CHF 200.-/semester. Please enquire at the reception upon arrival.

## **26. Post**

Your mail is distributed in your mailbox every day, except the weekends, **by Swiss Post**. In the address should appear only your name, street name, number, zip code and city. Please note: The name of the Cité universitaire as well as the room number and the building must no longer appear in your address. In case of absence, you may request that your correspondence is retained at the Post Office. For a "Change of Address" you must go to the Post Office or by internet [www.poste.ch/service-demenagement](http://www.poste.ch/service-demenagement) or by phone 0848 33 22 11. The Reception does not treat the residents' mail or parcels.

## **27. Reception**

The reception is open:

**Monday to Saturday: 8am to 12pm and 1pm to 5pm**

**Sunday and bank holidays: closed**

You may renew bus passes.

## **28. Renewal of contract**

In April 2022, you will receive the information for the renewal of the contract. You must answer within the deadline that will be indicated. After the deadline the rooms will be allocated to new students. **Note that the results of checks made during the year to check the condition of the housing, are one of the conditions for the acceptance of the renewal application.**

For contracts ending in February, the resident is asked to register with the secretariat before 30 November if he/she wishes to extend his/her contract for the following semester.

For contracts drawn up on 30 June (A /B) and 31 August (C /D), a contract renewal form is given to the resident during the month of April, with a deadline for reply set at the beginning of May.

## **29. Reparations**

Any damages must be reported immediately by filling a repair form. The form is available in your CUG Booking resident folder or on the terminal installed near the reception.

### **30. Sauna**

The sauna is situated in the common area in the underground of Building D. It has a capacity of 20 persons. Tickets and season tickets are available at the reception. 1<sup>st</sup> September to 31<sup>st</sup> January and 1<sup>st</sup> February to 30<sup>th</sup> June. Bath towels are provided by the reception free of charge.

### **31. Security – Fire**

In case of a fire, you may find an evacuation plan behind the door of each lodging.

### **32. Showcases and information screens**

You may find all the important information in the show cases or on the information screens. Please consult them regularly.

### **33. Smoking**

The common areas of the Cité universitaire are non-smoking areas.

### **34. Special evenings shows**

The CUG organises a special welcome evening, shortly after the start of term, with a free buffet for the residents and staff of the Cité universitaire. Events can also be organized by the residents throughout the year, in case of interest please contact the Reception.

### **35. Sports Hall/Squash**

Students have access to the facilities when they have registered with the “Service de Sports” at the university ([www.unige.ch/sports](http://www.unige.ch/sports)) for the squash courts, there is a possibility to hire a court for a game. For the season ticket please contact the Service des Sports. You may rent rackets and balls from the reception.

Attention: you must wear white soled shoes that are not worn outside.

### **36. Waste sorting/recycling/bins**

The bin bags from the bins in the rooms and apartments must be deposited by the residents in the containers found outside buildings A, B, C and D.

On each floor we have put containers for the recycling of the following materials: Glass (Please rinse before depositing), aluminium, tin, PET, and paper. Batteries are collected at the reception. The above materials must not be put in the other bins, including those in the kitchens. Please read the adjoining notice. The instructions are on the door of your room.

### **37. Windows**

The windows can be opened in two ways: from the side or from the top. Please consult the schema provided. Any damage will be at your expense. Please do not throw anything out the window (cigarette butts, cans, etc.).

### **38. Visitors**

You may entertain a guest for 15 days maximum in a room or 30 days in a studio at the following conditions. The reception must be informed in advance and a request for an extra bed made (CHF 15.-/night). The guest must present himself at the reception and fill in the police arrival form. For a longer stay a written request must be made to the management. In case of undeclared guest, you risk the termination of your contract. If your guest arrives after the opening hour of the Reception, you may call the guardian to do the police form.

If you have any other questions, please do not hesitate to contact the reception ([guest@unige.ch](mailto:guest@unige.ch)) or the secretary office at [cite-uni@unige.ch](mailto:cite-uni@unige.ch).

We wish you a very pleasant stay at the Cité universitaire.

November 2022

The Management

