

FOYER INTERNATIONAL

RULES AND REGULATIONS

A - INTRODUCTION

Since 1969, the Ecogia Association, a Christian organization, has run a residence known as the "Foyer International" in Geneva. It welcomes young women from 18 to 30 years old, of all nationalities and all faiths, whether they are students or trainees authorized to live in Switzerland (with a visa, for example) as required by Swiss and Geneva law.

The Foyer is located 300 m from Lake Lemman and the Geneva harbour, 1km from the main train station (*Gare Cornavin*), and 6.5 km from Geneva International Airport (*Cointrin*), in a shopping district well served by public transportation.

The Foyer offers a peaceful and welcoming atmosphere for all, provided each resident accepts the few rules essential for anyone living in community. It also aims to be a forum for meeting and dialoguing together, for this purpose, Management organizes cultural and sports activities for all residents

The Foyer has twenty eight individual furnished studios, each equipped with a kitchenette and a private bathroom (toilet, shower, sink, etc.), as well as wireless Internet access.

B - TERMS AND CONDITIONS FOR RESIDENCE

The rules detailed in the current residency agreement, an integral part of the residential contract, constitute the limitations of a collective living arrangement where the well-being and security of each resident are a priority.

In the event these rules are not respected or the physical or moral well-being of individuals residing or working in the Foyer is threatened, Management reserves the right to evict a resident from the Foyer, if need be as without warning and with immediate effect.

C - LENGTH OF STAY

The minimum term for residence in the Foyer is six months, renewable up to a maximum of three years. For exceptional reasons, Management may extend this period.

Exceptions in this regard are summer stays in July and August.

D - REGISTRATION

Registration is done through the Foyer's Front Desk. It is not considered final until the application form has been completed and approved by Management, the residency contract has been signed by Management and the resident, and the security deposit has been paid.

E - FINANCIAL INFORMATION

a) Security deposit

In order to guarantee the execution of the resident's contractual obligations, a security deposit in the amount of one month's rent must be paid upon Management's approval of a resident's application. It is not considered rent paid in advance.

In the event a future resident withdraws her application more than thirty days before the agreed arrival date, a sum of 200 CHF is retained from the security deposit. In the event of withdrawal between 15 and 30 days before the arrival date, 400 CHF is retained. The entire security deposit is retained in the event of withdrawal less than 15 days before the arrival date.

The security deposit is returned to the resident, completely or partially, after the balance of all accounts, by bank transfer with a delay of 30 days after the resident's departure. Additional fees may be incurred after inventory, the restitution of borrowed materials (key, supplies, etc) and the completion of any departure formalities.

b) Rent

Studio rental is on a monthly basis and starts from the 1st to the end of the month.

Rent must be paid at the beginning of each month, by the 10th at the latest. Any monthly payment not paid during this timeframe is liable for a penalty of 10-50 CHF. Monthly rent is due no matter when the arrival or departure date is. A daily rate is reserved for the months of July and August.

Monthly rent is in the amount of:

1) 800 CHF or 900 CHF per month, depending on the studio. It includes fees for water, electricity and Internet and WIFI connections. In the event of excessive electricity consumption, Management reserves the right to bill for excess. From October 1st to April 30th, rent increases by 30 CHF to cover heating costs.

2) During the months of July and August only, the cost for a stay of less than one month is 40 CHF and 45 CHF a night, respectively.

The rate for the security deposit and rent is subject to Management's review on September 1st of each year.

The resident remains liable for her rental payment during her vacation.

c) Methods of payment

The security deposit and rent are paid by wire transfer to the Foyer's bank or postal account or by credit card (VISA, AMERICAN EXPRESS, MASTER CARD, OR EC DIRECT). The Front desk will provide all necessary information on the subject.

F - DAILY LIFE

a) Hours

The Front Desk is open from 9:00am to 12:00pm and 5:00pm to 7:00 pm, Monday through Friday. An on-call telephone number in the event of emergency is available to residents for weekends and holidays.

The entry phone works until 10:00pm.

b) Keys and swipe cards

Keys and swipe cards are provided on move-in. They may not be loaned or given to third parties under any circumstance. The studio must be locked. In the event of loss, residents will be charged for the replacement of keys or swipe cards.

c) Lodging

1) The studio is an area reserved for the resident. The subletting is forbidden. Hosting any person in the Foyer without Management's authorization is cause for immediate expulsion.

Without Management's agreement, only women are allowed to enter the studios and floors of the Foyer building.

If need be, Management reserves the right to carry out periodic checks on the studios.

During the day visits are allowed from 7:00am to 10:00pm. Residents are personally responsible for any damage their visitors may cause in the Foyer and for any loss they may cause third parties.

2) Each resident may add her personal touch to the studio, as she wishes, but should under no circumstances use scotch tape to hang anything on the wall or the woodwork. On the other hand, pushpins are allowed.

3) Each resident is required to take care of her studio and to maintain order and cleanliness. Each resident is responsible for the furnishings and material provided. Furniture cannot be moved from the studio any circumstances. Any damage or malfunction must be reported immediately. Repairs and replacements of objects or furniture will be billed to the responsible party.

Once a month, Foyer personnel provide the cleaning of each studio. At this time, personnel will have free access to the studio. On these occasions, the resident will facilitate the cleaning ladies' work by leaving the studio in order.

4) Before departing, the resident will return the studio to the state she found it in upon her arrival. An inspection will be organized upon the resident's entry and departure. If need be, cleaning fees may be charged to the resident.

5) For security reasons, the use of candles is forbidden in the studios.

6) No objects may be placed on the windowsill or hung from it.

7) No pets are allowed inside the Foyer.

8) Each resident has bed linens provided by the Foyer. However, towels, bathroom linens, and toilet paper are not provided.

9) The kitchenette of each studio has:

- Two electric burners
- A microwave oven
- A refrigerator

Crockery and cutlery, pots, pans and other kitchen utensils are provided.

The resident will bring kitchen linens, trash bags, etc.

10) To avoid unnecessary electric overload, it is forbidden to use light bulbs of more than 60 watts.

11) If the resident wishes, she may:

- Have a land line installed at her expense.
- Have a radio or television. Declaring these appliances to the necessary authorities and paying the concomitant rental charges are her responsibility.

12) To insure the security of all Foyer residents and to respond to furnishings, hygienic and building needs, Management reserves the right to visit studios at any time. The resident will be informed beforehand, except in urgent cases.

d) Common areas

The Foyer also has the following available for residents' use:

- a living room with TV, DVD player and VCR
- a prayer space
- a meeting room for activities
- a laundry room including:
 - two cash card-operated washing-machines (liquid detergent and fabric softeners are users' responsibility)
 - two cash card-operated dryers
(in order to use them, one must sign up in advance with the Front Desk)
 - an iron and ironing board

e) Safety

The Foyer is **non-smoking**. Not respecting this obligation may result in the termination of the rental contract, effective immediately. This will also be the case in the event of drug use.

The attention of the resident is drawn to the fact that all excessive sources of smoke or heat in their studio generally trigger the general alarm in the residence. Management reserves the right to bill the resident for any fees incurred from the intervention of a security service.

Additionally, the common premises are connected to a surveillance system. In the case of an accident due to a mistake or negligence, the fees of the fire, emergency and/or surveillance company services, as well as the reparation fees will be charged to the corresponding resident.

f) Quiet hours

The use of audio equipment is allowed, as long as other residents' peace is respected. Quiet is absolutely necessary between 10:00pm and 7:00am.

The distribution of tracts and newspapers as well as door-to-door soliciting is strictly forbidden in the Foyer.

g) Illness

Any chronic or serious illness, contagious or not, must be declared upon registration or as soon as it arises during the stay, respectively.

If necessary, Management reserves the right to have a resident hospitalized.

h) Drug use

The drug use in the Foyer is forbidden. In case of violation of this prohibition, Management will terminate the residence contract with immediate effect.

i) Change in status

Any change in personal, academic, professional or material status must be reported to Management, if need be with the new employer's references/contact information. Documentary evidence may be required.

j) Absences

The resident will report any absence of more than three days to the Front Desk.

k) Insurance

The Foyer is not responsible for theft or damage inside the studios. It is recommended that each resident take out an individual public-liability insurance policy, even insurance against theft.

l) Departure

The resident who decides to leave her studio must give notice in writing one month in advance of the end of the month. If this timeline is not respected, the security deposit will be withheld as one month's rent. The security deposit is returned upon the resident's departure if :

- no damage to the studio has been recorded ;
- if the state of the studio flat does not involve extraordinary cleaning fees ;
- the rent and utilities have been regularly paid ;
- the laundry cash card has been returned.

If this has not been the case, Management reserves the right to withhold all or part of the security deposit.

On the day of departure, i.e. the last day of the month, the studio flat must be vacated by 9:00am, with the keys returned to the Front Desk.

In case of early departure terminating a stay of less than 3 months, a monthly rent will be deducted from the security deposit ; for a stay of less than 6 months, cancellation fees of CHF 100.- will be retained on the security deposit.

G - COMING INTO FORCE

The present rules and regulations will come into force on 1st September 2016 They are part of the registration packet and apply to all residents, both old and new, with the exception of rights held by former residents with regard to security deposits.

Geneva, 31st May, 2016

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