

Photo

## Application Form

# LONG-TERM ACCOMMODATION

*Centre Culturel Irlandais (in the old Irish College)*

**Tel:** 00 33 1 58 52 10 30

**Fax:** 00 33 1 58 52 10 99

**E-mail:** ylecadre@centreculturelirlandais.com

**Applications for the academic year must be made between: 1st March – 31st May**

**Late applications will be considered according to remaining availability, if any.**

**UNSIGNED OR INCOMPLETE APPLICATION FORMS WILL NOT BE ACCEPTED**

**For administrative use only**

*Date de réception du dossier* .....

*Dossier accepté le :* .....

*Chambre attribuée :* .....

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*Name.* .....

*Arrival date:*..... *Departure date:* .....

*Present address:* .....

*Telephone number:* .....

*Home address (if different):* .....

*E-mail address:* ..... *Date of Birth*.....

*Contact person and telephone number in case of emergency*  
.....

**Educational establishment in Ireland (where applicable)**

*Address:* .....

*Department:* .....

*Head of Department:*.....

*Tel:*..... *Fax:* .....

*Course Title* .....

*Year of Study* ..... *Student number* .....

**Reasons for coming to Paris: (e.g.) Study, Work Experience, etc...**

*If to study please specify:*

*Educational establishment:* .....

*Address:* .....

*Department:* .....

*Head of Department:*.....

*Tel:*..... *Fax:* .....

*Course Title* .....

*Year of Study* ..... *Student number* .....

*If to work please specify:*

*Company name:* .....

*Address:* .....

.....

*Contact name:* .....

*Position:*.....

*Tel:*..... *Fax:* .....

*Contract duration:* .....

**If for other reasons, or if you are an artist applying, please indicate why you wish to reside at the Centre Culturel Irlandais:**

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## Documents required for application:

### ■ All applications must include the following:

- A covering letter and a CV
- Photocopy of the information page of your passport
- Administration fee: €45 (bank transfer only)

Full-time students must also include:

- Letter of recommendation on official notepaper from the Head of Department or academic supervisor

Those coming to work or to gain work experience must also include:

- Photocopy of the employment contract

### ■ Documents required on acceptance (to be submitted at least one month prior to arrival):

- 1 ID photo with your name on the back
- Deposit of 1 month's rent to confirm the reservation after acceptance of your application
- Full-time students: Proof of your registration or pre-registration at a university or school of higher education in the Paris area for the coming university year or, in the absence thereof, a copy of your application

### ■ Documents required after your arrival:

- European health insurance card  
Please inform us if you have any serious medical conditions of which you think we should be aware
- Photocopy of your Paris student card, if applicable

**For the payment of the administration fee and the deposit, please use our bank details below:**

BANK : CAISSE D'EPARGNE

Account name: Fondation Irlandaise

Swift code (bank identification code): CEPFRPP751

IBAN: FR76 1751 5900 0008 0081 9501 163

**Remember to sign and submit both this application form and the terms and conditions of stay hereafter.**

**Signed:** ..... **Date:** .....

# Long-term Accommodation Application

## Terms & conditions of stay

- 1 To abide by all fire, safety, hygiene, security and other regulations of the Centre Culturel Irlandais (CCI). Residents are obliged to read the security notices that outline the formal security provisions for the Centre Culturel Irlandais, which are located at common areas, the stairwells and ground floor.
- 2 To carry out in the presence of a Staff Member an inventory of their room upon arrival and at the end of their stay.
- 3 Access to the residential areas of the building is strictly limited. Visits to residents are permitted between 9am and 9pm. Residents will be held responsible for the behaviour of their guests.
- 4 Not to congregate in any part of the CCI or its grounds after 10 pm in such a way as to disturb other residents. Not to hold parties or play musical instruments, radios, televisions or any other sound-producing apparatus in the bedrooms, communal areas or courtyard in such a way as to disturb other residents. In particular, residents are obliged to respect French Residential Law, which require noise levels to be kept to a minimum between 10 pm to 7 am. Not to make noise on Rue des Irlandais after 10 pm that might disturb CCI's neighbours. Ongoing breaches of these rules/laws may incur a warning.
- 5 To keep bedrooms locked and to keep room-access cards with them at all times. The lending of room-access cards to other residents or non-residents is not permitted. Management cannot be held responsible for theft or damage to personal belongings. Residents are advised but not obliged to take out insurance for their belongings. Loss of access cards should be reported to management immediately. Cards will be replaced at the resident's expense.
- 6 To maintain both their personal rooms and any communal rooms or corridors in a clean and tidy condition; to keep all furniture, fixtures and fittings in good repair and not to remove any items from rooms or any part of the building, nor to interfere with the furniture configuration in bedrooms. Any loss or breakage of such items should be reported immediately to the management. All activity in areas must conform to their prescribed use. Dangerous items such as sharp objects and gaseous substances are forbidden.
- 7 Any damage to the CCI's property by residents will be repaired at their own expense. A deposit of one month's rent is required before arrival, which will be reimbursed within 6 weeks of departure on condition that the resident has caused no damage to the CCI's property and has not failed to give one calendar month written notice in case of a change in the original departure date as given on the application form.
- 8 Not to cook or use cooking utensils outside the kitchens. Access to and cooking is only permitted in the designated kitchen areas on the 2nd & 3rd floors opened between 6 am and 11 pm. Food cooking must not be left unsupervised; in case of smoke, the alarm might be activated. No cooking is permitted in bedrooms, communal areas or in the courtyard. The alarm system is very sensitive.
- 9 Not to smoke on the premises; CCI is a non-smoking building.
- 10 Not to keep a dog, cat or any other animal in their room.
- 11 Not to store, keep, or use drugs or unlawful substances or materials in the rooms or elsewhere on the premises.
- 12 It is forbidden to lean on or out of windows or on stair rails, or to access in any way the awnings around the outside courtyard gallery or CCI's roof in any circumstances. Residents are asked not to place objects on exterior window ledges or to hang clothing from windows. Technical areas reserved for staff only are strictly out of bounds.
- 13 No luggage or any other object should be placed in the corridors or in the stairwells.
- 14 Not to interfere with or overload electrical appliances in the rooms. The use of gas stoves is strictly forbidden. The following appliances may be used in bedrooms: hi-fi, telephone, computer, hair dryers, irons and kettles. Residents are requested not to leave their computer downloading overnight and/or throughout the day in order to avoid saturating the network which can cause the system to crash. Downloading of any pirated material is forbidden.
- 15 Residents are required to settle invoices in respect of accommodation one month in advance. All invoices must be paid by the 5th day of each month. Late payment or non-payment is likely to give rise to warnings that may ultimately lead to the resident being excluded.
- 16 Residents who vacate the CCI for a period of time during their stay continue to pay for their room in their absence. For safety reasons, they are also obliged to inform the management in writing and to leave an address and telephone number where they may be contacted during their absence.
- 17 In the event of residents wishing to vacate their room before the end of their intended stay, a minimum of one month's notice in writing is required. This minimum period of notice is required at all times during the year and cannot include periods when the CCI is closed.
- 18 Residents can use the laundry facilities provided on the 2nd floor between the hours of 6 am to midnight daily. They are expected to supervise their laundry. The washing of clothes is confined to this area only.
- 19 Bed linen will be provided and rooms cleaned once a week. Residents are requested to cooperate to enable cleaning staff's access to rooms between the hours of 9 am 4 pm, Monday to Friday.
- 20 Residents may collect their post at the 1st floor reception area. Large parcels and packages may be collected from the same area during office hours. Residents must collect post in person. Upon their departure from the CCI, residents are requested to make their own arrangements for notification of change of address, as letters will not be forwarded or given to a third party.
- 21 In the interests of health and safety, the management reserves the right to enter residents' rooms at any time, at its sole discretion, to carry out essential repairs or in case of clear emergency. The resident shall cooperate with the management in this regard.
- 22 The CCI is not responsible for the consequences of any behaviour by residents that is violent, dangerous, inappropriate or disruptive. Any person found to engage in such behaviour will be held fully responsible and the CCI will take all appropriate steps, including where necessary with the authorities, to ensure the welfare and safety of its residents, staff and property.
- 23 The CCI is closed between Christmas and the New Year; precise dates will be given in advance no later than the 1st of December each year. This annual closure does not allow for a reduction in December's rent, rents being calculated on an annual basis.
- 24 The management reserves the right to add to or amend the rules and regulations of the CCI at any time. Any such additional or amended rules and regulations will be considered binding on residents, who shall be notified by the posting of the additional or amended article on the notice board in the reception area. This shall be deemed due and proper notice.
- 25 Student residents are invited to nominate themselves as a representative of the CCI student population, to liaise with CCI staff and draw their attention to any concerns.
- 26 Residents are asked to respect the historic character of the building and to ensure its continued preservation. Any damage to the building will result in immediate expulsion. Residents shall dress suitably while in the communal parts of the building or in the courtyard and are asked not to wear bath robes or pyjamas in these areas.
- 27 Applicants confirm that information contained in their application is true, accurate and complete, and that all matters that could affect the consideration of the application have been disclosed by the applicant and their sending third level institution, in particular applicants will disclose in their application any ongoing investigation in relation to them, and any ongoing investigation of any sort by the sending university. Any misrepresentation or omission in an application may lead to the revocation of the contract of the resident.
- 28 In the event of a breach of any of the terms or conditions contained herein, the management may at its sole discretion revoke forthwith its contract with the resident, and may require the resident to vacate the premises at 24 hours' notice, without prejudice to any other rights accruing in favour of the management.
- 29 Infringement of these Conditions of Stay or Rules will result in warnings and may lead to immediate exclusion from the CCI. Residents will abide by and comply with any decision or direction of the Director of the CCI.

I certify that I have carefully read and understood the rules and regulations of the Centre Culturel Irlandais and agree to be bound by them.

Signed: ..... Date: .....