

## **INTERNAL REGULATIONS**

### **1. Use of facilities**

- The common spaces must be respected, together with their furnishings, and should be used properly and in keeping with their intended purpose. Deliberate destruction of goods and facilities is considered gross misconduct and the cost of repair must be reimbursed.
- The facilities and services of the Residence are available to all residents. A resident or group of residents is not permitted to monopolize any of these, by preventing others, who are entitled to use them, from doing so. The use of facilities and services must be combined with the right of residents to study, work and rest.
- If you book in advance, you can use the Study Room, Multi-purpose Room or Computer Room privately.

### **2. Rooms**

- The rooms are exclusively for the use of residents.
- Residents are required to keep their room tidy.
- Animals are not allowed in the residence.
- Any change in the layout of the furniture or furnishings of the rooms must be previously authorized by the Management. Any changes will be carried out by the personnel of the residence.
- For safety reasons use of candles or similar, cookers or any other such appliances is not permitted.
- Each resident will be held responsible for the proper use of the furniture and fixtures assigned to their room. Any damage to the facilities is to be reported at reception or to the Management. If the damage is due to improper use of the facilities, it must be paid for by the resident who caused it.
- The resident must leave the room in the same condition in which it was provided and totally empty.
- No objects may be placed outside the windows or on the balconies of the rooms.
- The layout of the rooms is the responsibility of the Management, which may make changes for reasons of general interest.

### **3. Timetable**

- The timetable for student support services is from 9 am - 2 pm and from 5 pm - 8 pm.
- Between 11 pm and 8 am there must be respect for silence by keeping any type of noise to a minimum such as television or conversations so as to avoid disturbing the rest period in the residence.

## Entry and exit

	Opening	Closure
<b>Monday to Thursday</b>	7 am	12 midnight
<b>Fridays and holiday eves</b>	Any time ♦	Any time ♦
<b>Saturdays</b>	Any time ♦	Any time ♦
<b>Sundays and public holidays</b>	8 am	12 midnight

♦ From 1am, the Hall of Residence has a night concierge at Reception to deal with the arrival of residents.

## Dining room:

	WORKING DAYS	SATURDAYS / SUNDAYS	PUBLIC HOLIDAYS
<b>Breakfast</b>	7:15 am to 9 am	8:30 am to 10:30 am	8:30 am to 10:30 am
<b>Lunch</b>	1 to 4 pm ♦	2 pm	2 pm
<b>Dinner</b>	9 to 10.30pm	Cold dinner	9 pm

♦ If you can't come to lunch, we offer a service providing a packed lunch for you to take to the University.

## 4. Tobacco, alcohol, drugs

- Smoking is not allowed in the residence hall except in open air spaces, when using an ashtray.
- The possession or consumption of alcohol is not allowed on the premises of the residence.
- The possession, consumption or trafficking of any kind of drugs or the incitement of others to consume is not permitted.

## 5. Cleaning

- Rooms will be cleaned once a week. In order for the staff of the residence to be able to carry out their work efficiently, the room must be tidy. If not, it will not be cleaned.
- For the sake of hygiene it is forbidden to have food in the rooms.
- Residents shall not leave any type of litter in rooms or common spaces other than in the designated area. If needed, there is a room on each floor where residents can dispose of their litter.
- Tidiness and cleanliness should be maintained in common areas.
- Each resident will be responsible for washing their own clothes in the space provided for this purpose.

## 6. Security

- For security reasons, the entrance door to the residence hall must always remain closed. Residents are kindly requested to pay special attention when making use of it so that it remains closed at all times.
- The Management is not responsible for the belongings of residents, who must keep their personal belongings safely guarded or inside the rooms and these closed when they are not in them.
- On Friday, Saturday nights and those before public holidays there will be a night concierge service that will ask the resident to identify themselves.
- No resident may enter another resident's room without that resident's permission.
- For security reasons, do not leave keys in doors, so that in case of emergency the staff of the residence can have full access to them.

## 7. Absences

- Any resident spending a night out of the residence must enter it in the register at reception desk.
- La Inmaculada Residence will not under any circumstances issue justifications for the resident's absence from class. In the event of illness, the doctor must provide justification.
- The residence hall is not responsible for activities that the resident carries out outside the residence hall.

## 8. Guests

- No non-residents are permitted to enter the rooms. Therefore, any guests must remain in the common areas.
- The entrance of any non-resident must be reported to the offices and the resident will be responsible for the constant escort, as well as for the behaviour and conduct of their guests.
- No other person (resident or not) is allowed to enter and occupy a resident's room when the resident is not in the same room, or to share it.
- The established schedule of visits is from 9 am to 10 pm.

## 9. Keys

- The resident has the right to a room key and an electronic key for personal use only, for which they will be responsible.
- The loss of keys will result in a surcharge of €40, to be paid in cash.

## 10. Dining room

- It is absolutely forbidden, for health reasons, to serve meals outside the dining room or to take food elsewhere.
- To be able to access the Tupperware service, prior notice must be given at reception and they must be delivered to the kitchen before 8 pm the day before, except for exceptions authorised by the Management. Each resident is responsible for providing their own Tupperware.
- You must leave the dining room no later than 15 minutes after the end of each service. Only for exceptional reasons, with the prior approval of the Management, will this timetable be extended.
- We cater for allergies or food intolerances prescribed by a doctor, subject to prior notice.
- It is forbidden to take utensils out of the dining room. Plastic cups and cutlery are at your disposal.

## 11. Receiving post and parcels

- During office hours, the Residence will collect letters, packages and general courier services so that students can pick them up on arrival at the residence.

## 12. Agenda

- According to the academic calendar of the Universities, the Residence will be closed during Christmas, Easter and the month of August.