

Residence and shared accommodation rules

The Jean Bouisset residence and the flat shares are buildings located on the ECAM LaSalle Lyon campus whose management is ensured by the Campus Director.

The Residence Manager is responsible for welcoming students, administrative management, and the application of this regulation. His email address: residences@ecam.fr

Security on campus, residence, and in shared housing is provided by a security guard who is on duty **Monday through Friday from 7:00 a.m. to 11:00 p.m., and on Saturdays from 11:00 a.m. to 3:00 p.m.** Outside these hours, an emergency number is available only in case of an emergency. If you lose your key, it is your responsibility to call a locksmith to open your door. If you lose your student ID card, fees will be billed based on actual costs incurred.

In addition, to ensure everyone's safety, cameras are installed in the common areas of the premises and record 24 hours a day. The footage is retained for one month.

We ask you to carefully read the rules below, the respect of which must ensure a smooth community life for all; they appeal to common sense, honesty and good manners.

A. Residence to Support Studies

Created in 1958, the residence was financed by former students. We've taken care of it and since 2014, have undertaken its renovation. Only tenant and ECAM LaSalle contributions finance the current establishment.

The former students wanted this residence to be a place supporting student life and academics. As they study, ECAM's future engineers learn to live with their peers while enjoying the beautiful surroundings of Lyon. In the spirit of the Lasallian values, the residences encourage a communal space for students to help each other.

With the participation of all, the residence represents an exceptional community, rich with human experience.

Studios / flats on campus are managed the same way.

B. General rules

1. Access

1.1. CAMPUS:

- The main entrance gate, as well as the doors and turnstiles, are open from 5:30 am. to 09 pm
- Outside of these hours, only pedestrian access is permitted. It is exclusively reserved for residents who must use their student ID card.
- Any loss of the card must be reported immediately via infoline@ecam.fr so that it can be deactivated. Its replacement will incur a charge of 15 euros to be settled with the accounting department.

1.2. RESIDENCE Jean Bouisset – Elevator:

- Access to the elevator is limited to persons with reduced mobility.
- During move-ins/move-outs.

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1.3. RESIDENCE Jean Bouisset - Floors :

- Access control for the residence is embedded in your student ID card.
- Access to the floors of the Residence is restricted to resident students (access granted via your badges).
- Non-resident Ecamiens are allowed in the residence, under the responsibility of the resident. The external person must always be accompanied by the resident, with a ratio of one external person per resident until 8 p.m. This arrangement may change depending on the Vigipirate alert level, in which case an email will be sent.
- Non-resident Ecamiens are not allowed in the residence during lunch breaks.
- The use of kitchenettes is strictly reserved for residents.
- Passing through the kitchenettes is prohibited for non-residents of J. Bouisset.
- It is the responsibility of everyone to ensure that the doors are always kept closed to prevent intrusions.
- Similarly, it is the responsibility of everyone to ensure that these doors are not forced from the outside. In case of finding a forced door, the resident is obligated to inform the residence manager.

1.4. CAMPUS - VEHICLE ACCESS - PARKING :

- If you need access to the parking to facilitate occasional handling operations during the year, you must request a temporary access from the residence manager by email: residences@ecam.fr
- Renting a parking space is possible subject to availability. You must make a request to the residence manager. **The monthly fee is 50€/month.**

2. Rights and obligations

- The definitive allocation of accommodation implies a commitment to payment **from September 1st of year N to June 30th of year N+1.**
- The resident enjoys a strictly personal and non-transferable right of occupancy. Only they may occupy the premises. They cannot relinquish their accommodation to a third party, including family members, nor lend it, even for a short duration. Furthermore, visits cannot be an opportunity for "clandestine" accommodation. Any violator will be sanctioned (warning or expulsion).
- The resident agrees to respect the staff and other residents, their work, property, and rest. They will ensure to limit, for their neighbors, any noise disturbances for which they are responsible.
From 10 p.m. onwards, no noisy behavior that may disturb residents should occur, and common areas must be vacated (lounge, clubs, relaxation room, terraces, showers).
- **We also ask that you respect a few rules to facilitate communal living:**
 - Smoking or vaping is prohibited in the residence and in the rooms.
 - Consumption or possession of alcohol in the residence and in the rooms is prohibited: any violator will be expelled from the residence.
 - **Possession or consumption of illicit substances in the residence and in the rooms is prohibited.**
 - It is illegal to possess CBD without prior authorization or a medical prescription.
 - Pets are not allowed in the residence and in the rooms.
 - Video games and music, which may produce excessive noise, must be listened to with headphones.
 - You are not allowed to park your bike or scooter in your room.
 - Lithium batteries must be unplugged when you leave your room.

3. Discipline Committee

In case of non-compliance with this internal regulation, a disciplinary committee will be convened which may result in permanent expulsion.

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C. Tenant Liability

Tenants are responsible for the room and its contents. They are also responsible for the following common spaces: hallways, lavatories, kitchenettes and all other available individual or collective spaces.

The tenants share responsibility for behaving properly in common spaces to avoid damage. These include living spaces, walkways, lavatories, and surrounding areas. **In case of damage, the Residence Manager will either put tenants in charge of the repairs themselves or send them a bill for repair costs.**

Residents must take their garbage out to the dustbin location.

Non-adherence of these rules will result in immediate punishment.

D. Instructions for Accommodations and Services

1. The rooms

The rooms are furnished with the following items: desk, chair, 85-liter refrigerator, wardrobe, sink area, 90 x 200 cm bed, mattress, and shelf. **Bed linens and kitchen supplies are not provided.**

The resident is responsible for the maintenance of the room. He is financially responsible for all damage incurred.

The room is allocated for the academic year or a semester. It must be vacated at the end of the school year or the semester. **Rent is paid for the entire academic year or semester.** Breaks in the lease are not permitted except in case of students leaving ECAM LaSalle earlier than anticipated for exceptional reasons.

Residents are provided with a room key. Any loss must be reported immediately to prevent unauthorized entry. **A replacement key will be charged at 90€.** The key must be returned when the resident checks out.

Our establishment is not responsible for room theft or damage. Please protect your valuable objects.

The subscription of an insurance contract covering rental risks and civil liability is mandatory, a copy will be given to the residence manager at the latest when entering the premises. The key to the accommodation will be given only upon presentation of the insurance certificate.

For health reasons and service organization, ECAM LaSalle may have to temporarily relocate a student under the same conditions of comfort and fee.

1.5. Furniture and interior space

The resident agrees not to damage the room and its furniture. They must return the premises in a clean and tidy condition.

It is forbidden to place or stick any objects outside the windows, which includes linen and laundry.

1.6. Bedding

Beds are provided with metal or pine springs measuring 90*190 or 90*200.

You must bring your own sheets, blankets, bolster, pillow, and bedspread.

1.7. Decoration

You may decorate and personalize your room. The room must be returned to its original state when you vacate it at the end of the lease. Please avoid making holes in the walls. Instead, use the adhesive gum for your wall posters and photos.

1.8. Electrical equipment

The resident may install various small electrical appliances in their room that comply with safety standards (CE standards). These devices must be unplugged when not in use. **electric hot plates, electric ovens, kettles, toasters, sandwich makers, as well as heaters and portable air conditioners.**

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1.9. Restauration and meals

The room is not a kitchen, but you can use low-power appliances like microwaves to warm light meals, coffee machines, or kettles.

1.10. Rooms' check

The residence manager, maintenance department and campus Director may enter the rooms, outside the presence of the resident. This is exceptional. We are discreet and attentive to the respect of your privacy by always knocking before entering.

ECAM LaSalle management has instructed the residence manager and the supervisor to conduct random room checks throughout the year. If the condition does not comply with the rules of hygiene and sanitation, you will be notified, and you will have to comply for a counter-visit.

This control is implemented for the J. Bouisset residence as well as in the flatshares on campus.

2. The residence, common spaces

2.1. The lavatory

Are cleaned by cleaning staff Monday to Friday. Residents must ensure they leave these places clean anytime. Studios and Flats are not cleaned by cleaning staff.

2.2. Kitchens

Kitchenettes are available to residents.

The kitchenettes are closed from 22:30 and open at 07:00 the next day. You can use the microwave ovens located in the dining room of the residence when they are closed.

The kitchenettes are cleaned by the cleaning crew in the morning, Monday to Friday. Students are therefore asked to wash and store their dishes in their rooms and throw their rubbish in the bins provided for this purpose all day long.

No personal belongings (food and utensils) should be left in the kitchenettes. Any dishes left in the kitchenettes will be disposed of.

Garbage cans must be taken down on weekends by upstairs residents. Sorting must be respected.

The use of kitchenettes is specific to the residents of the floor who undertake to maintain this place in good condition by respecting the elementary rules of cleanliness.

Careful: Doors to the outside must remain accessible and closed at all times. No object shall obstruct the opening or closing of doors. (Do not use furniture to block the door)

In case of non-compliance with this rule, the management reserves the right to remove the furniture

2.3. The balcony

The balconies at the ends of the floors are not accessible.

2.4. The dining room

Meal consumption is prohibited in the classrooms. For your meals, the dining hall is available 24/7. Trash bins are provided for waste disposal. We ask you to adhere to these guidelines both during the week and on weekends and not to remove equipment from the dining hall. Non-residents must leave the dining hall by 10 p.m.

2.5. The fitness room

Rules and schedule are posted inside and outside the fitness room.

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2.6. Relaxion room

This room is open and closed by the student bar manager.

2.7. Holding events

A written agreement from the ECAM administration must be obtained for any event. Please write inquiries to the residence manager.

3. Outdoor space and park

With the exception of a few zones, for safety reasons, the campus outside spaces and park are open from 8:00 a.m. to 8:30 p.m. in winter and from 8:00 a.m. to 9:30 p.m. in the summer, after daylight savings time.

Please respect the well-being of the neighborhood and residents by keeping quiet. At all times, please make no noise and respect others.

Cookouts and campfires are strictly forbidden on the ECAM Campus.

Please revert to ECAM directors for a special written authorization.

4. Services

4.1. Letters and deliveries

- Residents can receive letters. Your address should state:
Last Name/ First name
Résidence ECAM LaSalle
40 Montée St Barthélemy
CS 50155
69321 LYON
Letters to be collected at the welcome desk.
- Residents can also receive small package. ECAM LaSalle welcome desk will send an email directly to the resident to inform about package delivery.
- Except for package and registered letters, residents can post their letters with a stamp at ECAM LaSalle desk.

4.2. Laundry

Three washing machines and two dryers are at your disposal in the laundry room located in the middle of the Jean Bouisset residence. The machines are equipped with a built-in detergent dispenser.

Please respect the rules posted and don't forget to take your laundry and linens when you leave.

4.3. Wireless Network

Residents are free to use the Wi-Fi network in their rooms. Each resident has their own account and cannot share it with others. It's forbidden to share your password or grant connection to a non-resident or visitor.

ECAM LaSalle IT Charter rules are applicable to all students.

Security rules restrict some Internet services. Game websites or downloads are inaccessible. Web access can be audited and used by legal services in accordance with the law.

5. Energy economy and sustainable development

ECAM LaSalle is certified DD&RS (Sustainable Development and Social Responsibility).

The Energy Sobriety Plan (EPS) adopted by ECAM LaSalle includes 24 actions to reduce energy consumption. Your daily behaviour has an impact on the results of the PES.



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Here are some recommendations :

- Avoid peak hours (*) to use your electrical appliances:
The peak hours recorded on the French electricity grid correspond to the highest peaks in electricity consumption of the day. They correspond to the time when many of us operate our electrical appliances at the same time, in the morning between 9am and 11am and in the evening between 6pm and 8pm.
- Remember to charge your phones and computers from 10pm to 6am.
- Avoid using, as much as possible, your kettles but also microwave ovens, electric hobs of kitchenettes during peak hours.
- Spend less time in the shower.
- The heating is at a temperature of 19°C.
- Proceed to the selective sorting of your waste: adapted bins available in the garbage room, glass silo, paper casseroles made available in the rooms, food waste.

EcoEcam Club raises awareness and participates actively in implementing eco-citizen practices. Please follow EcoEcam on Social Media: Facebook: EcoEcam / Instagram : ecoecam_lyon



E. Residence Life

1. Residents referents

Residence referents are called at the beginning of the academic year to ensure life in the residence is nice and clean. They are usually former residents. They are the link between the residence manager and the Campus Director.

Their role:

- Speak for the residents during ECAM LaSalle discussion.
- Make sure everyone belongs to the residence community.

2. Hygiene

Some obvious advice about hygiene:

- Get fresh air in your room every day.
- Clean your room and mop it twice a month.
- Change your bed linen twice a month.
- Clean your dishes when you are in the kitchen and clean the sink, the electrical plates.
- Take out the garbage of the kitchen in the garbage space during week-ends.
- Take out your own trash bags down to the garbage space.

3. Safety

Important rules for the safety of all:

- No padlocks on your door.
- Don't leave anything in hallways and stairs.
- In case of a fire drill, follow instructions and evacuation plans in hallways.
- Everyone must leave the residence when there is a fire drill.
- Unplug all your electrical when you are not in your room.

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4. Maintenance

Maintenance requests must be sent by email to maintenance@ecam.fr, make sure to write your name, your room number and the problem.

Maintenance will enter your room even if you are not in. Maintenance will refuse to intervene if your room is not cleaned, and they will make a report to the residence manager.

5. Health

In the event of an accident, that requires external intervention from external medical services (doctor, nurse, fire, police, or ambulance), a campus officer must be contacted. This could be the person in charge of the residence or someone else from Ecam LaSalle staff. You can also contact a student representative.

- In case of an accident or if you have to remain in your room, you should inform ASAP the Operations manager and your department representative.
- Emergency procedure is on the board by the residence manager's office.

6. Relationship with ECAM LaSalle Staff

The residence manager is the main contact for any individual problem in the residence.

Please see Office hours on the door.

You should address the residence reps for any problem in the residence that are common to other residents.

F. Penalization for breaking the rules

The penalties are proportional to the fault. They are amplified in case of recurrence. Two cases can be distinguished:

- Minor misconduct: the sanction is decided by the residence manager.

Serious misconduct including all recurrences: a disciplinary council is convened, consisting at least of the residence manager and the Campus Director. The qualification of the fault is decided by the residence manager. By way of example and without being exhaustive, serious fault includes any behavior leading to a danger to oneself or to others, the manifest desire not to cooperate with the requests of the residence manager, particularly in terms of cleanliness and storage, etc.

The applicable sanctions include:

- Letter addressed to legal guardians.
- Hours of general interest.
- Reimbursement of damage caused.
- Confiscation of property brought into the residence in contradiction with the regulations.
- Any sanction deemed useful by the Residence Manager or the Campus Management.
- In the most serious cases, a temporary or even permanent exclusion from the residence may be decided with payment of the full annual rent remaining due.

These sanctions are implemented for the sole purpose of improving collective life and ensuring mutual respect.

These internal regulations of the residence may be subject to change during the year if exceptional sanitary conditions were to be applied.

This regulation also complements the internal regulations of the ECAM LaSalle Lyon Campus.

Severine DELAVERNHE
Director of ECAM LaSalle Lyon Campus