

# **INTERNAL RULES AND REGULATIONS FOR ENAC RESIDENCES**

**(All sites)**

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## **1 GENERAL**

These Internal Regulations for the residences are adopted pursuant to Title II, Chapter 5 of the Internal Regulations of the National Civil Aviation School.

### **1.1 Administrative**

The student residences on the ENAC campuses in Toulouse, Biscarrosse, Carcassonne, Grenoble, Montpellier and Saint-Yan are under the authority of the Director General of the École Nationale de l'Aviation Civile, assisted in his duties by the support services of the General Secretariat (SG) and the Directorate of Pilot Training and Flight Operations (DFPV).

It should be noted that student residences are not separate establishments from ENAC, with the exception of the residence in Montpellier.

Residences may also be subject to special provisions related to their location, as specified in Appendix 2 of these regulations.

### **1.2 Responsibilities of the "accommodation" department**

The residence management services are organised in accordance with the ENAC residence management procedures, either by ENAC staff or by a representative acting on behalf of ENAC. They are placed under the authority of the Secretary General and the heads of the DFPV centres, who are responsible for taking all measures relating to the administrative management and internal life of the residences. In particular, they shall ensure that these regulations are applied.

### **1.3 Responsibilities**

ENAC cannot be held liable for theft or damage on the various sites (accommodation, car parks, bicycle storage areas).

In case of emergency, and if the residence management services cannot be reached, residents should refer to the site instructions or contact the emergency services listed on the evacuation plans.

## **2 GENERAL TERMS AND CONDITIONS OF ACCOMMODATION**

### **2.1 Admission to residences**

Priority for accommodation in residences on the Toulouse campus is determined by a decision of the Director General.

Priority for admission to residences is given, upon request and depending on availability, to students or trainees enrolled in any course or internship programme listed in the schedule published by the Academic Affairs Department or the Flight Training Department.

Other residents may be admitted depending on the availability of accommodation.

Unless an exception is made, given that accommodation in ENAC residences is in high demand, particularly at the start of the academic year, stays at ENAC Toulouse exceeding six months are limited to 30 June of the year following the resident's arrival date. Authorisation to extend the stay beyond this date (or beyond the deadline for stays at other sites) must be requested at least 30 days before the end of the stay and is granted subject to availability and the priority rules determined by ENAC. Students whose studies continue beyond the end of their stay and who wish to remain in the residences must therefore systematically apply for an extension of their stay.

A student or trainee who remains at ENAC beyond the normal duration of the programme or internship, or a foreign student or trainee who remains in France during the school holidays, must request an extension of their stay at least 30 days before their scheduled departure. The request may be granted subject to availability, provided that the student has not broken any rules and is up to date with their accommodation fees.

For any stay exceeding 30 days, all requests for authorisation to extend the stay must be made using the form available from the QR code in each accommodation unit, at least 30 days before the end of the stay or at the request of the accommodation service, if applicable.

Any request for an extension of stay will be refused if the resident is not up to date with their occupancy fees, and priority will be given to residents who have never received a reminder letter or formal notice for failure to pay on time.

In the event of early departure without at least 30 days' notice before the end of the stay confirmed by the residence management services, the current month shall be payable.

### **2.2 Inventory**

An inventory, signed by the resident and the residence manager, is drawn up each time the resident moves in and out. It is essential that this document is completed accurately to avoid any subsequent disputes. When the resident leaves, a joint inventory is carried out. To do this, they must make an appointment with the residence manager. Failing this, the inventory will be drawn up unilaterally by the latter. A preliminary inventory is organised 30 days before the departure date in order to schedule any repair work and avoid delaying the admission of the next resident.

Upon final departure, the resident must pay any sums due to the residence manager or the ENAC accounting agency, if applicable.

If the resident's request for an extension of stay is accepted, a new reservation is made by the residence manager. This procedure requires the resident to first undertake to carry out the exit inventory and pay any sums due for their initial stay at ENAC. Secondly, a new inventory will be carried out by the resident and the residence manager as part of the extension of stay.

### **2.3 Fees and payment terms**

### **2.3.1 Payment terms**

The occupancy fees applicable to the various categories of residents and additional services are set by the ENAC Board of Directors. The rates are available on the ENAC website.

#### **2.3.1.1 Sites managed by an agent acting on behalf of ENAC**

Occupancy fees must be paid by direct debit, bank transfer or credit card to the agent managing the residences, who will provide a direct debit authorisation form (SEPA direct debit mandate). This form must be returned to the agent together with a bank account identification form.

In exceptional and temporary circumstances (foreign students in particular), payment may also be made in cash up to a maximum of €300.

For stays of less than 30 days, the total amount for the nights stayed must be paid and collected at the time of booking. In the event of cancellation up to 48 hours before arrival, the amount collected at the time of booking will be refunded in full. In the event of cancellation less than 48 hours before arrival, 50% of the amount collected at the time of booking will be refunded. In the event of a no-show, no refund will be possible.

#### **2.3.1.2 Other sites**

Payment of occupancy fees must be made by direct debit, bank transfer or credit card to the ENAC accounting department, in accordance with the terms and conditions stated on the invoice issued in the resident's name.

In exceptional and temporary circumstances (foreign students in particular), payment may also be made in cash up to €300.

For stays of less than 30 days, the total amount for all nights must be paid and collected at the time of booking. In the event of cancellation up to 48 hours before arrival, the amount collected at the time of booking will be refunded in full. In the event of cancellation less than 48 hours before arrival, 50% of the amount collected at the time of booking will be refunded. In the event of a no-show, no refund will be possible.

#### **2.3.1.3 Payment schedule for long stays:**

- Payment in advance, before the 5th of the month
- In the event of departure: upon presentation of the invoice by the residence managers, stating the actual date of departure or the presumed date of departure in the event of early departure without notice (see article 2.1 )

### **2.3.2 Deposit payment upon booking**

For stays longer than 30 days, a deposit equal to the monthly occupancy fee must be paid in order for the accommodation reservation request to be validated by ENAC. This deposit will be refunded in the event of cancellation at least 30 days before the scheduled arrival date or retained in the event of cancellation 30 days or less before the scheduled arrival date. Upon arrival at the accommodation, the amount paid as a deposit will be retained as a security deposit, as specified in Article 2.3.3 .

### **2.3.3 Security deposits**

For all stays of more than 30 days, a security deposit (or guarantee) equal to the monthly occupancy fee must be paid and is collected upon entry into the accommodation.

## **2.4 Procedures applicable in the event of non-payment**

In the event of non-payment within the specified time limit, a reminder letter will be sent to the resident as soon as the unpaid amount is noted.

If payment is still not made within 30 days of the reminder letter being sent, a reminder letter will be sent by email to the resident, also informing them that eviction proceedings have been initiated.

If payment is still not made within 30 days of the reminder letter being sent, a formal notice will be sent by email to the resident. The formal notice will order the resident to leave the accommodation permanently within 7 days of the date the email is sent and to pay within 30 days.

Note: The Alumni address assigned to each student enrolled at ENAC may be used, if necessary, in the event that the email cannot be sent to the address provided by the resident.

## 2.5 Management of the security deposit

A security deposit (or guarantee) is mandatory and must be paid, depending on the site, to the ENAC accounting department or to the agent acting on behalf of ENAC, if applicable, in accordance with the terms and conditions set out in Article 2.3.1. This security deposit will be returned at the end of the stay after an inventory has been carried out, within two months of the resident's final departure and after payment of any outstanding debts (damage, loss of equipment or unpaid occupancy fees).

In the event of damage or loss of equipment, and in the event that this damage is not covered by insurance taken out by the resident, the amount of the damage suffered by ENAC shall be deducted from the security deposit.

The security deposit shall be retained until all occupancy fees have been paid in full.

In the event of significant damage, the resident involved will be invoiced for the full cost of the work required (this amount may exceed the security deposit paid at the start of the stay).

## 2.6 General obligations of residents

In order for residents to enjoy a living environment conducive to personal work, rest and leisure, they are required to observe the basic rules of community life.

As no student is required to live in the residences, each request for accommodation therefore commits the person concerned to accept and comply with the terms and conditions of stay set out below.

Most of the accommodation is single occupancy. The School Management reserves the right to refuse any request for the same accommodation for several tenants. As the facilities are not designed to accommodate families, minors are strictly prohibited from staying in the residences unless exceptional authorisation is given by the School (particularly in the context of a partnership).

In the interests of all residents, residents must not engage in any form of collective disorder, particularly between 11 p.m. and 8 a.m. Under all circumstances, any noise likely to disturb the neighbourhood is prohibited.

In accordance with anti-smoking decree no. 2006-1386 of 15/11/06 setting out the conditions for the application of the smoking ban in public places (corridors, stairways, entrance halls, meeting rooms, etc.) and Article L.3511-7-1 of the Public Health Code, smoking and vaping are strictly prohibited in all covered areas of ENAC, with the exception of passageways. Anyone contravening this prohibition is liable to criminal or disciplinary sanctions.

It is forbidden to enter or remain in the residences while intoxicated or under the influence of illegal substances. The Director General, the centre manager or their representatives may refuse entry to the site concerned for this reason or

ask any competent authority to ascertain that a person is intoxicated or under the influence of illegal substances and take the necessary protective measures.

The introduction and consumption of alcoholic beverages in the residences is prohibited unless expressly authorised by the Director General or his representative in ENAC centres.

Student associations are responsible for ensuring compliance with the legal provisions in force concerning alcoholism, smoking and the consumption of illegal substances, in particular when organising parties in the residences.

With regard to waste and rubbish, each resident is required to dispose of these in the containers provided for this purpose and to strictly comply with the instructions displayed on the appropriate containers. The illegal dumping of objects or equipment is prohibited. Residents wishing to dispose of bulky items or equipment must contact the residence managers.

In the event of work being carried out in the residences, or for safety reasons, the Managing Director or his representative may propose a change of accommodation to the resident, who may not refuse.

Please note that no commercial activity may be carried out in the residences.

For Montpellier, residents are required to comply with the internal rules imposed by the owner of the residence in addition to these rules.

## 2.7 Insurance

Residents are responsible for their accommodation and for any equipment or furniture made available to them. They may not modify it and/or remove it from the accommodation.

Residents are liable in the event of damage. Students or trainees residing for more than 30 days must present proof of civil liability and comprehensive home insurance within one week of their arrival date.

If this certificate is not presented within one week, the representative(s) of the administration may expel the resident without notice. This insurance must be renewed each year for stays of more than one year.

The administration accepts no responsibility for theft, accidents or incidents that may occur to residents within the residence.

Residents are responsible for any damage they may cause, as well as for the behaviour of their visitors and any nuisance or damage they may cause.

## **3 TERMS AND CONDITIONS OF STAY IN THE RESIDENCES**

### **3.1 Principle of allocation of accommodation**

As the accommodation is owned by the State or is subject to an agreement under a lease with ENAC, residents are not tenants subject to the regulations relating to residential leases or any other private law regulations (furnished accommodation, etc.) but hold a temporary right of occupancy.

Accommodation is allocated to residents on a strictly personal basis. The right of occupancy is non-transferable and may not be transferred to a third party, whether for free or in return for payment, on a temporary or permanent basis. It is therefore prohibited to accommodate a third party without obtaining authorisation (see Article 3.2).

The right of occupancy is precarious and revocable, and shall cease in particular:

- at the end of the reservation period confirmed at the time of the reservation request
- in the event of non-payment of fees
- in the event of non-compliance with these internal regulations and following a decision by the Managing Director or one of his representatives.
- in the event of a final decision by the establishment to discontinue the training programme

### **3.2 Access to the residences for non-residents**

All students and trainees may receive occasional visitors in the residences.

All visitors must provide proof of identity to the security desk or the services responsible for security at the site concerned and comply with local instructions.

Furthermore, ENAC reserves the right to refuse access to the residences to any person who is not affiliated with the school.

On a temporary basis, residents are authorised to accommodate a third party in their accommodation for up to three consecutive days, subject to obtaining authorisation from the residence manager and presenting proof of identity for their guest. For stays longer than three days, residents must request a reservation for a double room or additional accommodation, which will be granted for a fee, subject to availability and for a maximum of 30 days.

An external person may not be accommodated by several residents.

### **3.3 Compliance with safety rules**

The use of unauthorised appliances (gas or petrol stoves, electrical equipment or electrical accessories that are not approved, etc.) is strictly prohibited.

Residents may be held liable for accidents of any kind, including flooding caused by failure to turn off water taps, and accidents caused by objects thrown from windows or placed on window sills.

It is prohibited to modify the facilities in use in the accommodation, in particular the furniture, electrical installations, the power of lamps, or to carry out any work or repairs of any kind. The residence manager will ensure that any repairs requested are carried out as soon as possible.



Any work on the shared equipment of the residences, in particular timers, electrical circuits or water supply circuits, is prohibited due to the resulting dangers to the safety of the building and its residents.

Particular attention should be paid to fire-fighting equipment, which must always be kept in perfect working order. It must therefore only be used and activated in case of emergency. Misuse of these facilities will result in criminal prosecution and a penalty imposed by the Managing Director or his representative.

In general, all students, trainees and visitors are requested to familiarise themselves with the site's safety instructions so that they are able to participate in the regular evacuation drills organised on the premises, including in the residences. (See safety instructions).

Finally, it is forbidden to display anything other than on the notice boards provided for this purpose, particularly in corridors and on the doors of accommodation.

### 3.4 Maintenance, cleaning of premises and hygiene

The maintenance of common areas (lobbies, corridors, stairways, lifts, shared bathrooms, meeting rooms, etc.) is carried out regularly by ENAC.

Each occupant is responsible for the regular maintenance of their accommodation. Inspections are carried out at regular intervals by the residence managers in the presence of the resident to check the condition of the accommodation, unless the resident is clearly unavailable or there is an emergency.

It is specified that cleaning of the accommodation and washing of sheets and towels during stays may be provided at the occupant's request. These services are subject to a charge.

For hygiene reasons, mattresses must not be used without sheets.  
For the same reasons, pets are not allowed in the accommodation.

Depending on the campus, residents may have access to various services such as:

- cleaning equipment (vacuum cleaner, etc.) in exchange for leaving a form of ID with the residence manager.
- a laundromat (washing machine and dryer),

Each resident must vacate their accommodation on the last day of their stay or course or internship and return any items (sheets, blankets, etc.) provided at the beginning of their stay.

### 3.5 Use of common facilities

Residents are primarily responsible for keeping the common areas and surroundings of the residences in a clean and tidy condition.

Cluttering the common areas, either temporarily or permanently, with any objects (bicycles, luggage, rubbish bags, etc.) is prohibited in order to allow emergency services to pass freely.

Bicycles must always be stored in the areas provided for this purpose. For safety reasons, it is strictly forbidden to park bicycles in stairwells, external corridors or on building posts.

### 3.6 Free access to accommodation

ENAC reserves the right to enter rooms or accommodation for any intervention necessary for the running of the residences. Except in emergencies, at least 48 hours' notice will be given.

### 3.7 Car parks and traffic routes

As specified in the ENAC Internal Regulations, the rules of the Highway Code apply on all ENAC sites and in particular in the vicinity of the residences.

In addition to these rules, the following instructions must be observed:

- The speed of vehicles on internal roads is limited to 30 km/h.
- Car parks have been provided for residents' cars. These car parks must be kept clean.
- Vehicles must not be allowed to park anywhere other than in the spaces provided for this purpose.
- Vehicles abandoned as wrecks on ENAC premises will be removed at the owner's expense and risk.
- All motor vehicles parked on campus must be insured.

### 3.8 Use of kitchens in certain residences

Some residences offer residents a place to eat. The conditions of use for these areas are set out in Appendix 2.

### 3.9 Consumption of utilities (water, heating, electricity)

Heating, water and electricity consumption in the accommodation is included in the occupancy fee. However, as ENAC is committed to reducing its energy consumption, residents are asked to observe the following good practices:

- Turn off the lights when leaving the accommodation,
- Keep doors and windows closed when the heating is on,
- Limit shower time
- Do not leave water running unnecessarily and report any leaks in the bathrooms.
- Check that electric hobs are switched off (Toulouse)
- Limit the use of electric radiators in the bathroom to what is strictly necessary (Toulouse)
- Turn down the heating when leaving the property (or when opening windows) using the thermostat provided for this purpose

In addition, the use of auxiliary heating is prohibited (except in the event of a breakdown and upon request to the residence manager)

If the technical services detect an abnormally high temperature (>21.5°) in a property for more than 4 hours in a day during the period when the residences are heated, daily heating costs may be charged to the resident in accordance with the rates set by the Board of Directors.

## **4 DISCIPLINARY SANCTIONS**

### **4.1 Penalties imposed by the administrative authority**

All ENAC residents are required to comply with the provisions of these regulations.

Residents who contravene the above provisions are liable, depending on the seriousness of the offence, to the penalties listed below:

- Verbal or written warning issued by the residence manager,
- Written warning issued by the Director General or his representative,
- Temporary or permanent exclusion from the residences by the Director General or his representative.

Any repeat offender who contravenes the safety rules applied in ENAC residences may be subject to permanent exclusion by the Director General or his representative.

These provisions do not prevent ENAC from taking any other action, including criminal proceedings, if it deems it necessary.

### **4.2 General jurisdiction of the administrative authority**

By signing the inventory and handing over the residence rules and regulations, residents agree that ENAC may carry out any visits it deems necessary to ensure compliance with the rules laid down in these regulations.

They also agree to provide proof of their identity and that of any visitors or guests in the residence upon request by the residence staff or private company staff authorised to carry out checks.

## 5 APPLICATION

These rules and regulations are displayed in the lobbies of each residence. They shall apply from 1 August 2025 on all ENAC sites (Biscarrosse, Carcassonne, Grenoble, Montpellier, Saint-Yan and Toulouse).

For Montpellier, residents are required to comply with the instructions set out in Articles 3.2 to 3.9 of these rules and regulations, as well as the rules and regulations imposed by the owner of the residence.

These regulations are drawn up in French and English. In the event of a dispute, only the French version shall be deemed authentic.

## ANNEX 1

### BISCARROSSE SITE

In addition to the general internal rules (all sites), you will find below the specific features of the Biscarrosse site.

#### Services provided in the residences

The residence managers are responsible for: welcoming residents, distributing students' mail, managing sports halls and grounds where applicable, checking furniture and equipment in the residence, checking rooms in and out, checking the residence grounds.

#### On-call service

In the absence of a reception service, all useful information will be available from the residence managers.

#### Fire safety

To prevent the risk of fire, the preparation of meals and breakfasts, the use of stoves, microwave ovens, refrigerators and heaters in rooms, and the use of fireworks are strictly forbidden on campus.

#### Catering

A restaurant is available on campus for staff, students and trainees.

For all meals outside opening hours, a communal kitchen can be made available to authorized tenants. Conditions of use are set out in Annex 2.

#### Room cleaning

Once a week, starting at 9:00 AM, the cleaning of the rooms is carried out. The bedding and towels are changed. The day is set and noted on the inventory for each resident upon their arrival.

#### Facilities available

The Biscarrosse center offers residents a laundry room with washing machine, tumble dryer, ironing board and iron, plus a cleaning kit (broom/mop). A TV room and ping-pong table are available to all residents. Please refer to the access conditions on the Biscarrosse website or contact the residence manager.

## **CARCASSONNE SITE**

In addition to the general rules and regulations (for all sites), please find below the specific rules for the Carcassonne site.

### Services provided in the residences

The residence managers are responsible for: welcoming residents, distributing students' mail, managing sports halls and grounds where applicable, checking furniture and equipment in the residence, checking rooms in and out, checking the residence grounds.

### On-call service

In the absence of a reception service, all useful information will be available from the residence managers.

### Catering

A communal kitchen may be made available to authorized tenants. Conditions of use are set out in Annex 2.

### GRENOBLE SITE

In addition to the general house rules (all sites), please find below the specific rules for the Grenoble site.

#### Services provided in the residences

The residence managers are responsible for: welcoming residents, distributing students' mail, managing recreation rooms, checking furniture and equipment in the residence, checking rooms in and out, checking the residence grounds.

#### On-call service

In the absence of a reception service, all useful information will be available from the residence managers.

#### Catering

Cooking in rooms is strictly forbidden.

A communal kitchen is available to authorized tenants. Conditions of use are set out in Annex 2.

#### Laundry

It is forbidden to wash or dry clothes in the room.

A laundry room equipped with dryers is available to residents on the first floor of the residence and can be accessed with the ENAC student card or a specific badge. Sheets are changed every 15 days on Thursday mornings.

Leave your dirty, folded sheets on your doorstep.

#### Bicycles

Please do not store bicycles in your room.

#### Environment

Don't throw anything out of windows or around buildings.

Garbage cans are available in the toilets on each floor.

As selective sorting is in force at the center, bins in the kitchen should enable you to sort glass, paper, cardboard, packaging and miscellaneous waste, respecting the color code.

#### Facilities available

The Grenoble center provides residents with an ironing board and iron, as well as a cleaning kit (broom/mop).

A room with 2 screens, a billiard table and 2 ping-pong tables is available every day on the first floor of the residence.

A gym is accessible every day by collecting an access card from the residence reception desk.

Please refer to the access conditions on the Grenoble site or contact the residence manager.

### TOULOUSE SITE

In addition to the general internal rules (all sites), you will find below the specific rules for the Toulouse site.

#### Services provided in the residences

The residence managers welcome residents, distribute mail and parcels for students, manage the tennis courts and 2 study/meeting rooms in the Garros residence, check the furniture and equipment in the residence, check the condition of the rooms (incoming and outgoing), check the surroundings and car parks, and update the residence logbook.

#### On-call service

In the absence of a reception service, all useful information will be available from the residence managers.

#### Inventory of fixtures

An inventory of fixtures, signed by the resident and the residence manager, is drawn up each time the resident moves in and out.

Except in emergencies, residents must give at least one week's notice of their departure date and make an appointment with the residence manager.

At the resident's request, and in particular when the date and time of departure are not compatible with the manager's availability, a pre-assessment of the outgoing premises will be carried out no later than Friday at 2.00 p.m. so that the resident's stay and services can be paid for with the manager. In this case, a cleaning service will be invoiced.

In exceptional circumstances, the outgoing inventory of fixtures may be carried out by the residence manager without the resident being present. In this case, the outgoing resident accepts in principle the contents of the inventory of fixtures, which will be sent to them at a later date. Residents are responsible for their accommodation and the equipment provided at the start of their stay.

Rooms must be vacated by the tenant by 10 a.m. at the latest on the day of departure. Rooms are available from 3pm on the day of arrival.

#### Car parks

To gain access to the ENAC Toulouse site, residents' cars must have an access badge.



### SAINT YAN SITE

In addition to the general internal rules (all sites), you will find below the specific rules for the Saint Yan site.

#### Services provided in the residences

The residence managers are responsible for: welcoming residents, distributing students' mail, managing sports halls and grounds where appropriate, managing recreation rooms, checking furniture and equipment in the residence, checking rooms (in and out), checking the surroundings of the residence.

#### On-call service

In the absence of a reception service, all useful information will be available from the residence managers.

#### Catering

Cooking in bedrooms is strictly prohibited. A communal kitchen may be made available to authorised residents. The conditions of use of these facilities are set out in Annex 2.

The administrative restaurant is open 7 days a week. If there are fewer than 10 guests, a meal tray is provided.

#### Laundry

It is forbidden to wash and dry clothes in the room. A launderette, with 2 washing machines and 2 tumble dryers managed by an external company, is available in the accommodation building on the 3rd floor;

The centre provides residents with an ironing board and iron. Cleaning kits (broom/mop/vacuum cleaner) are available in the cleaning room on each floor.

When you leave, leave your dirty sheets, folded, in the bins provided.

#### Bicycles

It is strictly forbidden to store bicycles in bedrooms. An open shed adjoining the residences is available to residents, who are responsible for locking their bicycles.

#### Environment

Do not throw anything out of the windows or around the buildings.

Selective sorting is in force at the centre, and there are bins in the kitchen where you can sort glass, paper, cardboard, packaging and other waste.

#### Fire safety

In order to prevent the risk of fire, the preparation of meals and breakfasts, the use of stoves, microwave ovens, refrigerators and heating appliances in rooms and the use of fireworks are strictly forbidden on campus.

#### Car parks

To access the student residence car park, residents must use their access badge outside gate opening hours.

### Inventory of fixtures

An inventory of fixtures, signed by the resident and the residence manager, is drawn up each time the resident moves in and out.

Except in emergencies, residents must give notice of their departure date and make an appointment with the residence manager at least 48 hours in advance.

### Luggage storage

A locked room is available for luggage storage.

## Annex 2

### Regulations governing the use of kitchens

Applicability: Biscarrosse, Carcassonne, Grenoble and Saint-Yan sites

#### General rules

Cooking in rooms is strictly forbidden. ENAC and its representative carry out regular inspections to ensure that this is the case. Each year must appoint a representative to accompany these inspections.

Household appliances are strictly forbidden in the rooms, as their use may present risks that could jeopardise the safety of the residence's users. Only teapots and coffee makers are permitted. Residents must ensure that these appliances are switched off after use.

All kitchen equipment other than cutlery, plates and glasses will be confiscated and returned to the owner on departure from the centre.

All the centres have communal or private restaurants, as well as connected fridge solutions, so that students and users can eat on the days and at the times indicated in the welcome leaflet.

Collective kitchens are available to users in the following cases:

- For students with a commercial contract, if the commercial contract does not include catering or access to the administrative restaurant at a preferential rate, or to eat the meal tray provided if the administrative restaurant is closed and the centre does not have a refectory.
- For civilian students, civil servants or airline pilots benefiting from subsidies or a preferential rate, only when the administrative restaurant is closed.

In all cases, access to the collective kitchens must be considered as a facility granted, and is therefore subject to certain conditions.

#### Contract kitchen user charter

Access to the collective kitchens is subject to the signature of the user charter. This charter, which is common to all ENAC centres, summarises all the applicable rules, taken from these regulations. Access to the kitchen rooms using ENAC badges is only activated once this charter has been signed.

Signing this charter implies acceptance of these rules. In the event of non-compliance, a ban on access to the kitchens, valid for all centres, will be issued by the centre manager or his/her representative.

It should be noted that failure to comply with health and safety rules can have serious consequences for the safety of residents and also for the safety of flights.

The promotions using the kitchens ensure, on a weekly rotation basis, that these rules are complied with and must take responsibility for the measures implemented in the event of non-compliance or damage. The centre manager, operations manager or their representative must be informed immediately in the event of a problem.

The name of the promotion responsible must be displayed. Kitchens will be closed in the absence of a responsible promotion.

Only users staying at the centres are authorised to access the kitchens.

### **Facilities**

The following facilities are available to residents

- Fridges and microwaves
- Cutlery, plates and glasses
- Cleaning materials (sponges, washing-up liquid, floor cleaning liquid, etc.)

The use of small electrical appliances (excluding cooking appliances) is authorised under the responsibility of their owner, who must ensure that they comply with standards and must unplug them after use.

However, the use of small cooking appliances (electric hobs, pressure cookers, etc.) not supplied by ENAC is strictly forbidden. All other kitchen equipment will be confiscated and returned to the owner on departure from the centre.

Food stored in the fridges must be kept in airtight boxes. Otherwise, the food will be systematically thrown in the bin.

Even dry food (cereals, cakes, etc.) may not be stored in the communal kitchens.

The presence of alcohol in the residences, including the kitchens, is strictly forbidden.

### **Cleaning of premises**

ENAC regularly cleans the kitchens (floor, surface, fridge and microwave).

Users are responsible for light cleaning and taking out the rubbish.

In the event of non-compliance or significant damage reported by the cleaning company, the kitchens will be closed and the promotion responsible will have to repair the damage at its own expense before reopening.