

# INTERNAL RULES FOR THE USE OF THE TENANTS OF THE FOYER GEORGE WILLIAMS

***The original French version takes precedence over any subsequent translation, in order to maintain the integrity and accuracy of the content***

## 1 General information

### 1.1 The UCG

The UCG, founded in 1852, has evolved over the years in response to constant social change.

Through its work with children, young people and the elderly in particular, the UCG pursue a social and educational mission and strengthen their commitment by emphasizing the protection of social ties and the promotion of solidarity.

Despite the current economic challenges, the UCG remains convinced that strengthening social ties is essential in the face of crises. As a non-profit organization, the UCG remains a key player in meeting the needs of an ever-changing society. Its actions are aimed at everyone, without restriction of belief or culture, respecting everyone at every stage of life and in every socio-cultural environment.

The UCG works closely with organizations pursuing the same goals and actions. They are part of various local, national and international networks.

### 1.2 The Foyer George Williams

The Foyer George Williams, is one of the UCG's areas of activity. Designed for students, trainees and apprentices aged 18 to 35, regardless of nationality, gender or religion, this residence offers a unique experience centered on community life.

At Foyer George Williams, the community experience goes beyond simple exchanges between tenants, use of the communal areas and participation in activities organized by the association. Tenants are encouraged to play an active role in initiating and building activities for the community. This participative dimension strengthens the spirit of collaboration and the collective dynamic, thereby contributing to the richness of life at Foyer George Williams.

As in any community, the quality of the living environment depends on the individual commitment of each person to contribute positively, to share their ideas and to invest in creating a fulfilling community experience.

It is by pooling our resources and actively participating that together we shape a vibrant and stimulating place to live.

The residence offers a total of 104 single rooms spread over 4 floors, with shared kitchens and bathrooms on each floor. 4 studio rooms are available, each with a private shower and "kitchen area". A room accessible to people with reduced mobility is also available.

## 2 Conditions

### 2.1 Admission

The rooms and studios offered by the UCG are reserved for people who qualify as students, apprentices, or trainees, aged between 18 and 35.

From mid-June to mid-September, the rooms and studios may be temporarily rented on short-term contracts to other categories of people aged between 18 and 35.

The landlord has the sole right to accept or refuse access to a room in the residence.

Accommodation is rented for a minimum of 10 days and a maximum of 4 years.

Only complete applications will be considered.

### 2.2 Room reservation/cancellation

All booking requests must be sent by email to [foyer@ucg.ch](mailto:foyer@ucg.ch).

In this request, the future tenant must send:

- **the completed registration forms.**
- **copy of identity card and/or passport.**
- **copy of school or internship attestation.**
- **copy of civil liability insurance certificate.**
- **a photo**

If the application is accepted and a room is available, the future tenant will receive an email from the UCG instructing them to pay a deposit within the time allowed to confirm their booking.

### 2.3 Types of lease contracts and conditions attached to the contract

There are several types of lease contracts:

- Short-term contract from a minimum of 10 days to a maximum of 3 months
- Long-term contracts from a minimum of 3 months to a maximum of 4 years.
- Subletting contracts, only for long-term contracts, subject to the agreement of the lessor for a maximum period of 1 month.

### 2.4 Bedrooms - studios

**Rooms and studios are individual.**

Rooms may not be altered in any way, whether in terms of furnishings, walls, floors, or ceilings, **without exception.**

It is not permitted to add furniture other than that already provided in the room, such as the bed, desk, chair and wardrobe.

**For reasons of safety and energy consumption (flat-rate charges), tenants are not permitted to use any additional electrical appliances in their room or studio, such as additional fridges and cooking appliances, as well as heating or air conditioning.**

For safety and hygiene reasons, **cooking is not permitted in the rooms.**

Electrical appliances in the studios may not be changed.

The room or studio must be kept in perfect condition by the tenant throughout his/her stay.

## 2.5 Rent and payment of rent

- For a long-term stay (from more than three months to a maximum of 4 years) the rental price **including charges** (heating, hot water, cold water, electricity, bed linen, cleaning, tourist tax, license fee and Wi-Fi) is :

**CHF 660.-** for a room

**CHF 720.-** for a PMR room

**CHF 990.-** for a studio

- For short-term stays of between 10 days and 3 months, the rent is **CHF 35/night.**

The rent automatically includes access to the fitness center. No reduction will be granted if this additional service is not used.

The lessor must be notified in writing in advance of any changes to the rental rates, which will be set out in an amendment to the lease.

Rent is payable in advance for the coming month, **by the 5th of each month at the latest.** They are paid in Swiss francs. No confirmation of receipt of payment will be sent. On request, a certificate can be provided by the accounts department.

Any delay in payment will result in sanctions up to and including termination of the lease.

## 2.6 Guarantee

At the time of booking, the tenant pays a **deposit** as a guarantee to confirm their commitment and to cover any damage to the room:

- **CHF 660 for long-term contracts.**

- **CHF 350 for short-term contracts.**

This sum will be returned to the tenant **within 30 days** of departure, after an inventory has been carried out and the keys handed over if **no damage has been caused to the room.**

## 2.7 Insurance

**It is compulsory for all tenants to take out civil liability (Assurance Responsabilité Civile) or household insurance (Assurance Ménage).**

The lessor is also insured, subject to a deductible payable by the lessee, for the furniture and personal effects of the lessees against natural damage and fire, and against theft by burglary, up to a limit of CHF 5,000 per room, excluding cash and valuables.

## 2.8 Inventory of fixtures

An entry and exit inventory of fixtures is drawn up by the tenant in the presence of the manager or bursar. **This inventory of fixtures forms an integral part of the lease contract.**

The amount of any defects will be set according to the cost of the repairs to be carried out. **It will be deducted from the deposit and, if the deposit is insufficient, invoiced to the tenant.**

At the time of departure, the tenant must have **emptied the room of all personal belongings and cleaned it.**

## 2.9 Sub-letting (for long-term contracts only)

Subletting is understood to mean making the rented room available to a third party during the tenant's absence, for a fixed period and in return for payment.

A tenant absent for a maximum of 1 month may propose a sublet.

The UCG reserves the right to refuse subletting.

The UCG reserves the right to sublet the room itself.

It is essential to contact the UCG to discuss the terms and conditions of any subletting, with a minimum of 1 months' notice.

However, in the event of subletting, the tenant remains solely responsible to the UCG for paying the rent, keeping the room in good condition, informing the subtenant of these rules, and managing the keys and access badges, unless the subletting comes from the UCG.

Sub-letting is subject to payment of 1 month's rent in advance.

## 2.10 Accommodation for guests/visitors

Short-term accommodation for third parties must remain **exceptional**. Under no circumstances may it **exceed 3 days**, and it must not cause any nuisance or inconvenience to other guests.

An extra bed is available at a cost of CHF 15 per night, if booked in advance with reception.

Guests and visitors are entirely the responsibility of the tenant. No additional means of access is provided for guests and visitors.

**A police form must be completed for each person accommodated** and deposited in the letterbox at the Foyer office prior to any one-off arrival.

Failure to comply with these conditions will result in the guest being asked to leave the premises immediately.

## 2.11 Notification to the municipality

**On arrival and departure**, tenants must be registered with the Office Cantonal de la Population et des Migrations (OCPM).

Forms should be completed at the Foyer office, which will forward them to the OCPM.

## 2.12 Tourist tax

**Tourist tax is payable for all stays of less than three months.** It is included in the fixed rental charges.

Tenants staying less than three months will be issued with a TPG transport card.

This personal, non-transferable card gives you unlimited use of the Geneva public transport network (UNIRESO: bus (TPG), train (CFF) and boat (Mouettes genevoises) for the duration of your stay. You will receive a link by email three days before your arrival enabling you to obtain your Geneva Transport Card on your smartphone. You can then use it to get to your accommodation from the airport.

### 2.13 Cleaning and maintenance

The rooms are cleaned by UCG staff once a week.

The tenant agrees to allow the cleaning staff into the accommodation to carry out cleaning, repairs and technical inspections.

The cleaning service supplies and laundries the bed linen. Linen is changed every fortnight. On changeover days (the schedule can be consulted on the information board on the 1st floor and in the kitchens), tenants are responsible for unpacking their sheets to facilitate collection.

**These two services are MANDATORY and cannot be avoided by the tenant.** Each tenant is responsible for his/her own personal linen, including towels.

The tenant must ensure that his/her room is clean and tidy, so as not to hinder the work of the cleaning staff. If necessary, extra cleaning equipment is available in the kitchens.

In the bedrooms, a cupboard can be locked with a padlock, at the tenant's expense, to keep valuables safe.

**To guarantee the upkeep of the rented room, the lessor reserves the right to inspect private areas; however, the lessee will be informed of any such inspections.**

### 2.14 Absence

The lessor must be notified of **any absence of more than 7 days.**

All tenants who leave their accommodation must ensure that their windows and doors are properly locked. The UCG declines all responsibility in the event of theft.

## 3 Shared facilities

### 3.1 General Information

The shared facilities are open to all tenants and include:

- The kitchens on floors 3, 4, 5 and 6;
- Bathrooms and toilets.
- The workroom on the 1st floor.
- The laundry room in the basement.
- The terrace on the 1st floor.
- The fitness.

The shared facilities must be left in a perfectly clean condition after use. Tenants must not cause any damage when using the communal areas and facilities provided.

The lessor will carry out regular checks on the cleanliness of the communal areas without prior notice.

**The entire building is non-smoking;** the terrace **on the 1st floor** is available to smokers.

### 3.2 Kitchen

Shared kitchens must be kept clean and welcoming. **Everyone is responsible for cleaning up after use**, taking care to leave the space in the condition in which it was found.

**Individual fridges and cupboards are checked regularly and without notice. Any food that is out of date or in a state of decomposition will be thrown away.**

Each tenant must have their own crockery and cooking utensils. Crockery must be stored in the room after use. No personal items may be left in the sink or on the work surfaces. Any crockery left in the kitchen will be removed.

The UCG declines all responsibility in the event of theft of personal items. Tenants are advised to take appropriate measures to secure their food.

Please ensure that you do not disturb the sleep or well-being of other tenants by using the kitchen at inappropriate times.

Show respect for other tenants by not wasting food or resources and by behaving responsibly when using equipment.

Report any kitchen malfunctions or maintenance problems to the residence management as soon as possible.

### 3.3 Waste sorting

Tenants are expressly required to sort waste in accordance with the posted instructions. It is everyone's responsibility to actively contribute to compliance with established sorting standards.

Specific sorting bins are available in each kitchen and, if necessary, in the area outside the UCG car park. It is imperative that waste is deposited in the appropriate bins and that rubbish is not left to clutter up communal areas.

**For glass sorting, tenants are required to go to the sorting center to dispose of their glass. Under no circumstances should glass be disposed of in the kitchen bins.**

Failure to comply with waste sorting instructions may result in appropriate penalties. Each tenant is encouraged to play an active role in the responsible management of waste to maintain a clean and respectful environment.

The lessor undertakes to raise tenants' awareness of waste sorting practices and to provide clear communication on the instructions in force. Information will be posted regularly to remind tenants of sorting procedures and encourage everyone to take part.

### 3.4 Bathroom and toilet

Sanitary facilities are shared areas and users are required to keep toilets and bathrooms/showers clean and respectful of other tenants and maintenance staff. Everyone is responsible for cleaning up after themselves and disposing of waste in the bins to ensure a hygienic environment for everyone.

### 3.5 Corridors and landings

**It is strictly forbidden to store anything in the corridors and landings of the floors** for obvious safety reasons in the event of an evacuation.

### 3.6 Balcony

The balcony must be kept in a suitable state to enable the maintenance team to clean it if necessary.

Throwing objects or rubbish out of windows is strictly forbidden and may lead to early termination of the lease.

It is also forbidden to hang bags, laundry, or any other object on the anti-pigeon nets.

Municipal police regulations prohibit the storage of any object on windowsills, and tenants must also take care not to drop anything on the terrace or the street.

### 3.7 Laundry

Washing machines are available in the basement and work with a laundry card, available from the Foyer reception desk at a cost of **CHF 40 per 100 items** (i.e. around a dozen machines, depending on how long they are used). **The tumble dryer is free.**

It is essential to register on the schedule on the 1st floor before using the machines. You must comply scrupulously with the instructions concerning the washing machines and dryers and respect the timetable for reserving the machines.

It is not permitted to wash clothes in the bathrooms or bedrooms.

### 3.8 Fitness

#### 3.8.1 In the gym

The membership card must be left on the sign provided each time you visit.

Suitable sportswear is required, and sports shoes must be worn for fitness use only. It is forbidden to go barefoot or in socks in the gym.

A towel must be worn on the weight machines. The equipment and weight machines must be cleaned after each use.

No food may be consumed in the gym.

#### 3.8.2 In the changing area and showers

We recommend that you wear shower shoes.

The use of a locker is reserved for the duration of your training session and must be emptied when you leave the premises.

#### 3.8.3 Behaviour

You must ensure that you use the equipment in accordance with the instructions and keep the premises clean.

Politeness, courtesy, and respect for others are the basis of respectful behaviour towards other users and UCG staff.

For your safety, the fitness center is under video surveillance.

Any act of damage, vandalism or inappropriate behaviour will result in immediate exclusion from the fitness service, and any damage caused will be charged to you.

## 4 Responsibilities

### 4.1 Rented premises

The tenant is responsible for his/her room, as well as the furniture and equipment it contains. Furniture cannot be moved or replaced.

### 4.2 Calm and quiet

Any act that disturbs good neighborliness or breaks with commonly accepted habits or practices is unseemly.

In this respect, the tenant must avoid excessive noise likely to inconvenience his neighbours.

They must also respect the 10 p.m. to 7 a.m. rest period (bedrooms and kitchens).

Failure to comply with this duty of care will result in the tenant being issued with a warning.

### 4.3 Theft

Tenants are responsible for locking their bedroom doors. All guests are responsible for their personal belongings. The UCG declines all responsibility, particularly in the event of theft, only fire insurance covers personal belongings. As a reminder, **it is essential to take out personal liability insurance (Assurance Responsabilité Civile).**

### 4.4 Privacy

The UCG makes no commitment to the parents, legal guardians or other persons responsible for the tenants with regard to their activities and personal life.

### 4.5 Deleting data

The personal data of tenants who have left Foyer George Williams is kept for a period of one year and then automatically deleted, with the exception of data kept for a longer period in accordance with article 958f of the Swiss Code of Obligations (CO).

### 4.6 Behaviour

Community life requires respect for others. Any anti-social or criminal behaviour that endangers the safety of others, in particular through alcohol or drugs, may result in early termination of the lease.

The consumption, possession and/or trafficking of any drugs or narcotics are prohibited in the Foyer. Any infringement will be reported to the local police and/or will result in early termination of the lease.

### 4.7 Contact details and civil status

Each tenant undertakes to inform the lessor of any change of contact details (telephone number, e-mail, etc.) or any change of civil status.

### 4.8 Celebrations and events

**It is not permitted to organise events in the kitchens.** A space is provided on the 1st floor for events with the agreement of the manager or bursar.

### 4.9 Visits

**Visits are permitted from 7am to 10pm, and regular checks may be carried out.**



#### 4.10 Letters and parcels

A letterbox is available for everyone, and mail is delivered during office opening hours.

Parcels can be collected from the office during opening hours.

To ensure that you receive your mail, tenants should write their address as follows:

***Mrs. / M. XXX***

***p/a Foyer George Williams + N° of room***

***Avenue Sainte Clotilde 9***

***1205 Genève***

### 5 Various Provisions

#### 5.1 Keys and badges

Room keys are personal and non-transferable.

Room cards can be reissued free of charge during office opening hours. **A charge of CHF 50.- will be made for this service outside office opening hours.**

**Any lost cards, keys or badges will be charged at CHF 50.- per unit.**

#### 5.2 CCTV

A video surveillance system is installed on the UCG premises for the purposes of security of the premises and property, as well as for the safety of the tenants.

Tenants expressly agree to this when they sign their lease.

UCG guarantees that the data will be deleted within 72 hours and that it will not be used to monitor tenants.

Should the data be passed on to third parties (e.g. as part of legal proceedings), the tenants concerned will be expressly informed.

#### 5.3 Alarm and fire-fighting equipment

Tenants must ensure that they do not deliberately or inadvertently trigger the fire alarms fitted in the building. Unnecessary intervention by the fire service will be billed to the person responsible for setting off the alarm. A warning will also be issued as a penalty.

Tenants who deliberately damage fire extinguishers or other safety equipment will be billed for the cost of repairing the equipment. They may also be required to terminate their lease early.

#### 5.4 Pets

Animals are not allowed in the Foyer, nor are birds allowed to be fed.

#### 5.5 Tobacco, alcohol and the use or possession of drugs and weapons

**Rooms and balconies, as well as communal areas, are non-smoking. The terrace on the 1st floor is the only place where smoking is permitted.**

The consumption of alcohol or drugs likely to lead to inappropriate or dangerous behaviour will be subject to a warning.

## 5.6 Reporting damage in communal areas or bedrooms

Anyone responsible for damage in the communal areas or in their room must report it to the office. The cost of repairs will be borne by the person responsible.

## 5.7 Extraordinary termination of contract

Unforeseen situations, such as national crises, disturbances due to neighbourhood activities, or the death of the tenant, may justify extraordinary termination. The manager reserves the right to assess the situation according to the request.

These regulations take effect immediately. They cancel all other provisions and previous regulations.

Geneva, on:

Signatures

The Foyer Manager:

The Tenant:

---

---

### Annexes :

- Lease contract
- Inventory of fixtures