



Rules

GENERAL ORGANIZATION

Welcome home!

It is a pleasure to welcome you to this family home, which we have tried to make as comfortable and pleasant as possible for all of you.

We are certain that you will appreciate our efforts on trying to make this home part of the good memories of your stay here. Please, keep this in mind and take care of it.

To succeed in this we ask for your help: without everybody's cooperation it will not be possible.

Thank you for following this Organisation and Elementary Rules as a result of our long experience with children and other people, always thinking of the rest of the guests and therefore avoiding problems and inconveniences that could thus have a negative influence in our relationship.

We kindly request you to read this carefully.

Regards,

The team of Estudiomad6

Download the rules [here](#)

Each one of you has a room assigned with access and use of the kitchen, dining room, drawing room and bathroom.

A friendly and pleasant manner and a normal level of voices, music, noises as well as a reasonable dress code should prevail over the relationship amongst all of you.

Visits of friends or families can take place in the Residence with the approval of the other residents but they cannot stay for the night. Exceptions can be made with the other guest consent and having informed the owners beforehand. This will cost 40€ per night and person.

The students will respect the community rules as everybody else does and they will be especially careful with the noise. Therefore, any social event, party or celebration will not exceed in any case 12.00 o'clock (midnight).

The possessions of arms is completely forbidden as well as the use of pornographic materials and the use of any kind of drugs. (Needless to say any alcohol abuse).

Smoking is prohibited in the whole flat as well as lighting candles, scented sticks and generally any item or appliance that can produce flames or smoke, and any material or element that produces odor.

Tenants may have in their own room radios, audiovisual equipments and TV, but can only be listened to with the use of headphones or on a volume not audible by the other tenants. Meetings in the rooms must maintain the order of conviviality and respect to rest, study or work of other Tenants.

The management reserves the right to show the room to others during the previous month to the departure of the Tenant, always respecting the privacy of the tenant.

The use of common areas shall comply with the specific purpose which they are intended for. Common areas may be used by tenants at any time of the day provided that the normal order of Estudiomadè is respected. However, the management may establish a limited time if necessary to ensure the tranquility of the center.

Installing stoves, cookers, heaters, microwaves or any other appliance that can produce a fire in the rooms is not allowed.

Cooking is not permitted in the rooms.

To the common areas the tenant will come properly dressed and neat, keeping composure at all times and leaving space for other tenants.

The tenant shall maintain sanitary living conditions and their room and common areas must be left tidy and clean after use.

Estudiomad6 is not responsible for the belongings, of the tenants whom should take care of their valuables, keeping your room closed. It is also recommended not to leave belongings behind in the common areas.

Any individual or collective act that violates the dignity and fundamental rights of other Tenants or Estudiomad6 staff and any other uncivil behavior is prohibited. Violation of this prohibition will result in immediate expulsion of the offending tenant.

Disciplinary measures: Failure to follow this Regulation shall be considered a fault. Under the judgment of the management, and depending on the severity of the act, faults shall be punished:

- With a warning and the repair of the damage
- Forced change of room
- No provision of room in the future
- Expulsion
- Any other measure that management considers appropriate

In the case of expulsion, the contract shall automatically terminate and Estudiomad6 may require the payment of all amounts due until the complete fulfillment of the contract.

The imposition of sanctions respond to the principle of proportionality, in assessment by the management of severity, willful or negligent character of the offender as well as reoccurrence.

In any case, a hearing will be celebrated and the right of defense of the alleged perpetrator will be respected.

The decision of the Director shall be final and binding

Rules of procedure:

VENTILATION

For the sake of improving our breathing conditions It is necessary to open the kitchen windows and close the corridor and gallery doors when cooking in order to reduce smoke and unpleasant smells. From Monday to Friday, not on holidays, cooking during the night is not allowed so the stale indoor air will leave the building as soon as possible. In this way, the

risk of a blackout will also be reduced taking into account the electricity used by the powerful vitroceramic and induction hobs.

When using the bathroom this must be ventilated and the doors closed. It is highly recommended to open the bedroom window for 5 minutes every day, so fresh air will come in while the room is tidied up so it looks neat and ready to be used.

ELECTRICITY

Lights should be used in a responsible way, especially the ones in the bathroom. Do not leave the lights on if it is not necessary.

In order to avoid leaving the lights on at night in common areas, they must be turned off around 11p.m. approximately. This rule must be taken into account whether you are at the Residence or not.

For security reasons hairdryers, small ovens and heaters among others, must not be used in the bedroom. The excessive power of these electrical devices can cause short circuits and overheating. Appropriate plugs can only be found in the kitchen and bathrooms.

The ironing board must be used for ironing, leaving the iron in a safe place until it cools.

Then the iron has to be put back in its place.

In case the main house circuit breaker is cut off causing a blackout, you must unplug the device which caused it. And let Estudimade staff or the janitor of the building know, so they can plug the electricity switch back on.

WATER

Spain is a dry country with water shortages so it is important not to waste it to avoid water restrictions. Always check and double check taps are properly closed.

GARBAGE

It is important to make sure the litter is inside the trash bins so the rubbish is not scattered on the floor.

The doorman will take the garbage out through the back door (lift) so please do have it ready at 19:45 so we avoid bad smells and unwelcome bugs. On the weekends, the bins in the garage must be placed next to the forklift.

SECURITY

On no account open the Residence front door to strangers. Everyone's security is at risk due to the fact we all live in a big city.

Do not sign any documents or parcels on behalf of other people.

From 22.00 hrs. you have to close the door and locks (be careful with the lock called FAC; when you close the lock from inside, you have to push all the way to make it possible for people to open with keys from outside).

If your room key is lost or stolen, you must notify the management immediately, which will proceed to change door lock or deliver a new key, the Tenant being charged for the cost of it all. In any case, the contents of his/her room are always the responsibility of the Tenant.

In case of loss or theft of the key to the building, you must notify the management immediately. In this case you will be given a duplicate prior payment of € 10 per key.

FIRE EXTINGUISHERS

Please read the instructions carefully. The fire extinguishers can be found all around the house. In case of emergency call number 112.

In the case of misuse the tenant will be responsible for all expenses incurred.

BATHROOM

- The time spent in both bathroom and kitchen should be wisely and discretely employed.
- Water should be reasonably used, taking into account Spain is a dry country.
- The shower enclosure must be closed to prevent water filtrations or leaks. Do not come out of the shower immediately in order not to wet the common floor.
- Drainage grates/ grills in both shower and washbasin must always be correctly placed, and they should be cleaned after washing throwing the remains into the rubbish bin.

(Not inside the loo).

CLEANSING

Although the common areas will be cleaned on a daily basis, before leaving the bathroom and thinking about others, everything must be left in its place, just as it was found beforehand: shower, washbasin, loo, gel, shampoo and towels among others.

KITCHEN

Never leave any heat source on without anything on top. Switch them off and on whenever is necessary. Watch the heat burners continuously and adjust the different temperature according to the size of the container.

The INDUCTION COOKER starts to work when the container has food or water in it, and it will switch off automatically when it is removed from the heat source. You can only use Vitro liquid and paper to clean it, finishing off with a clean paper or soft cloth.

We recommend the use of lids on pots and pans to avoid splashes and/or possible burns.

Kitchen cleansing:

Even if there is a person in charge of the general cleaning of the house, please take into account the following instructions:

After using the kitchen, everything must be left in the same place as you found it.

In order to prevent insects in the kitchen, the kitchen tops must be cleaned daily, as well as the kitchen sink with its grill on, the kitchen table, the floor... everything neat and clean. In this way the kitchen and dining room will always remain clean and tidy.

Candles are totally forbidden in the residence

KITCHEN EQUIPMENT

A reasonable use of the washing machine and the dishwasher must be made. Please check it is completely full before using it. Liquid soap must be used for the washing machine, making sure the instructions are well understood to ensure the correct performance of the unit and taking special care with the opening latch which must not be opened until a few minutes after the cycle has ended.

Before and after washing, the laundry must be put away quickly so it is not left hanging around and taking up useful space. Always think about others!

When not in use, do not close the washing machine door completely.

CLOTHES LINE

use the clothes line outside the glass gallery to hang the laundry. IT IS STRICTLY FORBIDDEN TO HANG THE LAUNDRY ON THE BALCONY RAILINGS WHICH GIVE ONTO THE SQUARE, THESE MUST ALWAYS BE LEFT AS YOU FOUND THEM!!!!.

OVEN / MICROWAVE OVEN.

Do not use metallic objects and adjust the temperature responsibly. Wipe the surface after using it to prevent the growth of bacteria.

COFFEE POT

Clean filter, jug and coffee pot so it is left in perfect condition for the next user.

SQUEEZER

After using it, make sure it is clean and dry so no water gets into the electric motor.

REFRIGERATOR

Make sure the door is properly closed. Try to be tidy and check the fresh food regularly.

Bottle tops and lids must be firmly closed in order to prevent unwelcome spills.

KITCHEN WORKTOP

It should always be left dry to preserve it in good condition. Any cutting must always be done on a chopping board.

POTS AND PANS

The outside surface must be cleaned with a metal scouring pad and a soft cloth should be used for the inside so as not to scratch it.

TOILET

Only use toilet paper. Do not throw in any other objects which might plug the pipes.

It will be the responsibility of the tenant any incidence produced by the lack of compliance with any of the standards specified in the regulation as well as any damage caused by the misuse of the same.

Applicant's signature

Passport

Father's/Mother's First and Last Name

Father's/Mother's signature

Passport