

This internal functioning Regulation includes the most significant aspects that have to do with our rules as residents, which is mandatory.

At the time of formalizing the enrollment in this Residences, the resident must sign a document in which he/she states these regulations has been read and that they agree to respect and obey.

When the new resident joins the center, he/she will be given a key card that will give him/her access to all contracted services. This card must be returned at the end of the stay, if not its value will be charged to the resident.

Payment of the amount will be made in cash during the last days of the stay. It does not require any deposit to make the reservation or to guarantee the stay.

SERVICES

DORMITORY

There are individual, double and group rooms. Their prize and availability are variable and it depends on the number of days/weeks/months. Rooms have cleaning service.

DINING HALL

It's an optional service. It's compulsory the corresponding card to access the dining hall. This is its timetable:

| | <u>Monday to Thursday</u> | <u>Friday</u> |
|------------------|-------------------------------|---------------|
| Breakfast | 7:15am - 9am | 7:15am - 9am |
| Lunch | 1:30pm – 3pm | 1:30pm – 3pm |
| Dinner | 8:15pm – 9pm | |

The dining hall will be closed from Friday after lunch until breakfast on Monday. Meanwhile, residents have a community kitchen in the residence.

GYM AND SPORT COURTS

The use of sport courts is a free service on a set schedule. The gym is an optional service. It is compulsory to access the gym with the corresponding card.

LAUNDRY

The residence has a space for washer and dryer. The washing machine use is free but you have to pay for the clothes dryer. Each resident must use their own soap.

INTERNET

There is WIFI connection in all the rooms.

GUARD OFFICE

It will be attended by Residence caretakers and generally during the following hours.

Monday to Friday: from 6:30am to 1:30pm / from 2:30pm to 9:30pm / from 10:30pm to 5:30am.

Saturdays, Sundays, bank holidays: from 11am to 1pm / from 2:30pm to 8pm / from 10:30pm to 5:30am

EMERGENCY PLAN

The center has an Evacuation Plan, and its rules will be made known to all the residents who will have the obligation to follow them whenever the Residence has to be evacuated, either by a drill or by a situation of real danger.

REGULATIONS

GENERAL ASPECTS

- The resident must take care actively of his/her cleaning and personal hygiene.
- Smoking is forbidden in all areas of the Residence. Smoking will be considered a serious offense.
- It is strictly forbidden to introduce any type of alcoholic beverages in the Residence. The intoxication state will be considered a serious offense.
- It is forbidden to play with a ball indoors and in all the surroundings of the Residence.
- From 11pm on, there will be absolute silence, both in corridors and in rooms.

ENTRIES AND EXISTS TIMETABLE

- From Sunday to Thursday night and bank holidays, until 1am.
- Fridays, Saturdays and bank holiday eve, until 3am.
- Access to all non-residents is prohibited, without previous authorization.
- The doors of Gorbea and Urkiola Residence will be closed at 12pm every day.
- It will be considered fault not to respect these regulations.

ROOMS

- At the beginning of the stay, if the resident recognizes any damage in the room, he/she needs to report it in the residence secretary. At the end of the stay, the room must be left in the same conditions.
- Any damage that occurs in the room will be directly responsibility of those who inhabit it.
- Rooms must be clean and tidy all the time. Each resident must make the bed every day; the use of sheets is obligatory and he/she will take care of the cleanliness of the room.
- To facilitate the job of the cleaning service, the room should be left without occupants at the time of daily cleaning, and in conditions that that favor fast and effective cleaning: having clothes and shoes tidied up, organized tables, closed wardrobes...
- Once a room is assigned, no one should change it.
- When rooms are empty, it is convenient to lock them for safety reasons.
- The staff responsible for the center will supervise the condition of the rooms.
- It is prohibited and it will be considered a fault:

- Noise in the rooms that annoy colleagues (screaming, races, music, etc.).
- Irrational use of light or water
- Place photographs, posters, notes, etc. and use adhesive tape on wardrobes, beds or bedside tables.
- Hang clothes in the room to dry them.
- Any furniture modification.
- Place any type of object in the windows (symbols, poster, clothes, etc.).
- Cook in the rooms.
- Cover smoke detectors.
- Manipulate the wiring or carry out different wiring from the existing ones.
- The room will not be a place for meetings or games.
- The presence of pets in the rooms.

DINING HALL

- It will be attended the Head of Kitchen, teaching staff and present co-worker's instructions.
- Attendance in the dining room should be clean and a proper outfit.
- Tables and the floor must be left clean.
- It is strictly forbidden to remove kitchenware from the dining room (glasses, knives, plates, etc.).

COMMON USE SPACES: GYM, LAUNDRY, LIVING ROOMS, KITCHEN,...

- Any damage caused by a resident in any of the common spaces will be directly his/her responsibility.
- In addition to paying costs of repairing or replacing the damaged material, depending on the circumstances, the events causing damage may be considered a minor or serious fault.
- The inappropriate use of lifts may be considered a minor or serious fault, depending on the situation.
- The Residence's premises cleanliness should be observed to the maximum by everyone. Litter bins, ashtrays and containers will be used in all the enclosure.
- Failure to comply with the cleaning regulations will be considered minor offense. Throwing objects out of the window will be considered serious or very serious offense, and it can be a reason for expulsion.

BATHROOMS AND SHOWERS

- Every time the bowl is used, the tank will be emptied and, if necessary, toilet brush will be used. Bathrooms must always be in a state of maximum hygiene and cleanliness.
- After the shower, the mop will be used to collect the water and leave bathrooms in good condition.

PENALTIES

- Any offence will be communicated in writing to those interested, to those persons responsible of the European Project, where both the origin school and the destiny participate.
- The fact will be recorded in the personal file of Residents.
- Depending on the gravity and/or the number of accumulated offences, penalty may be the expulsion from the residence.