The Fondation (FEU) is located on the historical campus of the Cité Internationale Universitaire de Paris (CIUP) right across from Parc Montsouris. There are 40 residences housing students representing more than 130 nationalities. Campus facilities include a restaurant, cafeterias, theaters, a library, a post office, and two banks (BNP and La Poste) with ATM machines and sport facilities. For more information, visit www.ciup.fr and www.feusa.org.

The Fondation houses 267 living units. Individual responsibility and respect for others are essential.

MANAGEMENT AND ACCOUNTS OFFICES  Tel: 01 53 80 68 80 Fax: 01 53 80 68 99

The Directors, Anne CREMIEUX and Sophie VASSET, oversee the running of the Fondation.

Morgane MERIGAUD is at the Reception Desk Mon-Fri, 7:30AM-3:30PM (rent payment in check or card and receipt, extra blankets, laundry tokens, general information). She is also the first person to contact to request admission. Email- reception@feusa.org

Razika REDOUANE is responsible for the cash desk, open Mon-Fri, 9AM-12PM, Wed 10AM-12PM (phone units, rent payment in cash and receipt). Email- razika.redouane@feusa.org

NB: Residents may leave payments at the reception desk when the cash desk is closed.

Noëmi HAIRE-SIEVERS is in charge of all aspects of the Fondation's cultural program and the Harriet Hale Woolley Scholarship (culture@feusa.org) and she also coordinates group requests and venue rentals (residence@feusa.org).

THE RECEPTION DESK

The reception is staffed 24/7 with short breaks: 12:30PM–1:15PM and 7:30PM–8:15PM. Cyril BOLINGA, Fabrizio PIRAS & Morgane MERIGAUD are there during the day. Night guardians take over from 11PM to 8AM and make evening rounds. The main switchboard does not accept incoming calls between 11PM and 8AM. Please report any problem to the reception first, such as broken micro-waves or light bulbs.

Broken keys are replaced at the reception desk for free. Lost keys are charged 5 euros for your room, 10 euros for your mailbox. Having your door opened by the reception staff because you forgot your key in your room is charged 50 cents.

CLEANING SERVICES

Jean ADELSON and Pierrette RENARD and their staff take care of the cleaning of the residence, the changing of the sheets. First report any problems concerning bedclothes or cleaning directly to them.
1. Admission to the Fondation is for the entire academic year: Sept or Oct - June 28th.

2. The use of the room is personal and non-transferable. No one but you can use or stay in your room, you cannot rent or lend your room in your absence. Failure to comply with this rule may result in dismissal.

3. A close friend or parent may be invited with reservation and payment 48 hours in advance at the cash desk or reception. Residents are responsible for their guests. The Fondation must know how many people are on site at all times in case of a fire emergency.

4. Rent must be paid by the 5th of each month, in full. Late payments will jeopardize your readmission. Unpaid rent will result in dismissal.

5. You must allow the staff access to your room, for security reasons, on any day.

6. Fresh sheets and pillows are provided and dropped on the bed once every second Tuesday from 10AM (only once every 15 days). Please take off the dirty ones before 10AM.

7. Noise disturbances are not allowed, especially after 10PM. The Rectangle, which may be used for social gatherings, is open until 11PM. The musicians on the 5th floor may practice Mon-Sat 9AM-10PM, Sunday 10AM-9PM.

8. Rooms and common spaces must be kept clean. Please report any damage.

9. On the day of departure rooms and fridges should be left completely empty of all personal belongings. All damages to the furniture and walls will be charged as well as any extra necessary cleaning. Bags can be left in the storage room, free of legal responsibility. The storage room is open Mon-Fri 9AM-12AM / 14PM-16PM.

10. Any damages (clogged sink, jammed locks, broken windows, etc.) or missing furniture may be charged. Stoves or ovens are not allowed in the rooms, they will be removed by the staff and kept until your departure. Boilers and fridges are allowed.

11. The Paris police regulations forbid keeping anything outside the windows (drying clothes), including on the windowsills.

12. Animals are forbidden everywhere in the Fondation.

13. Residents may decorate their rooms with posters using masking tape only ("Tesakrep"). Nails, thumbtacks, scotch tape damage plaster and paint.

14. It is prohibited to smoke anywhere in the Fondation.

15. Drink with moderation. Residents are asked to cover alcohol bottles when carried around the house. Only wine and beer are allowed.

16. Any failure to comply with these rules, and any disrespect or endangerment to a fellow resident may result in immediate dismissal.

**ADMISSIONS**

Residents must be under 29, full-time students. Job holders must inform the administration. Readmission (to be filed in March) is based on school results and good conduct in the house, to be considered by the directors and renewable twice. House transfers may be made upon admission or readmission.

**DEPOSIT AND DEPARTURE**

Any early departure must be announced 30 days in advance to claim the deposit in full (the state of the room will also be taken into account), with no partial rent after the 14th of the month. The deposit is wired (preferably to a French account to avoid banking fees) up to a month after departure.
FACILITIES

Each room is equipped with a direct telephone line and voice mail. Telephone numbers and voice mail instructions are given upon arrival. Wireless Internet is free and unlimited. All rooms are single, equipped with a sink, bed, desk, chair and a wardrobe/closet. The electrical outlets are 220 volts and need an adapter to run US electronics (110 volts) [laptops require only a socket adaptor]. Sheets are supplied and changed every other week. A pillow and blankets are also provided. Towels are not. Please do not use bed covers as carpets, it will ruin them. Rooms with a shower and toilet are cleaned once a week.

The kitchens on each side of each floor are equipped with a sink, fridge, stove, ovens and microwaves. Every user is responsible for cleanliness in kitchens. Please be aware that there is no grinder in the sink, and any food left in the sink will block the pipes. Empty the evacuation rack after cleaning dishes.

The laundry room (9AM-10PM ) consists of three washers and four dryers. Tokens can be bought at the reception desk (3€ to wash, 2€ to dry).

The common rooms include a library and two reading rooms on the ground floor. The “Rectangle,” located in the basement, is an entertainment and game room with a television room and a kitchen.

The Grand Salon is reserved for concerts and cultural activities at the Fondation.

The Fondation des Etats-Unis has surveillance cameras at all of the doors 24hrs a day. Please use the front and back doors to enter and exit. DO NOT USE the side emergency doors, use them ONLY in the case of an emergency.

MAIL You can receive mail at the Fondation’s address, starting with your name.

When you move out, please have your mail forwarded at the Post office, the Fondation will not hold or forward it.

The door code is 0644A. Never give it to non residents

LOCAL SHOPS are to be found avenue de l’Amiral Mouchez (cross the road and go down 3 blocks, on your left) with a grocery store, a bakery and a pharmacy down the road, as well as a small convenience store closer by on Rue de la Cité Universitaire, across from the Belgian House. Get 10% off on books at L’Herbe rouge, 1 rue d’Alesia, with your FEU card. The tramway will take you to the many shops by Porte d’Orléans (West) or Porte de Choisy (East).
The Library is open 24 hours a day for individual study. Group study should be held in the two study rooms on each side of the Grand salon. The books in the Library are loosely organized, please try to replace a book where you found it.

A Cultural Program is organized by the cultural attaché. Residents are highly encouraged to participate and make suggestions. Expect poetry readings by famous French and American poets, Silent films and concerts, Movie nights, Art exhibits, and much more.

The 5th floor is reserved for artists, half of them musicians. Look out for concerts and other artistic events.

The Resident’s Committee is elected every year by the residents, in October. They organize cultural events and gatherings. The residents’ committee is open to active participation from all residents.

Parties are organized by the committee, only a few times per year. They end at 4AM.

Noise is an issue. Be aware that slamming doors, moving chairs or heavy walking will wake your neighbors up.

No ostentatious carrying of alcohol bottles is allowed. Only beer and wine are allowed in the Cité Universitaire in general.

Keys to the TV Room in the Rectangle are available at the front desk.

Vaccum cleaners, irons and Sports gear can be borrowed at the front desk.

Find the Fondation on Facebook
https://www.facebook.com/FondationdesEtatsUnis
https://www.facebook.com/groups/culturefeusa/
https://www.facebook.com/pont.feusa