

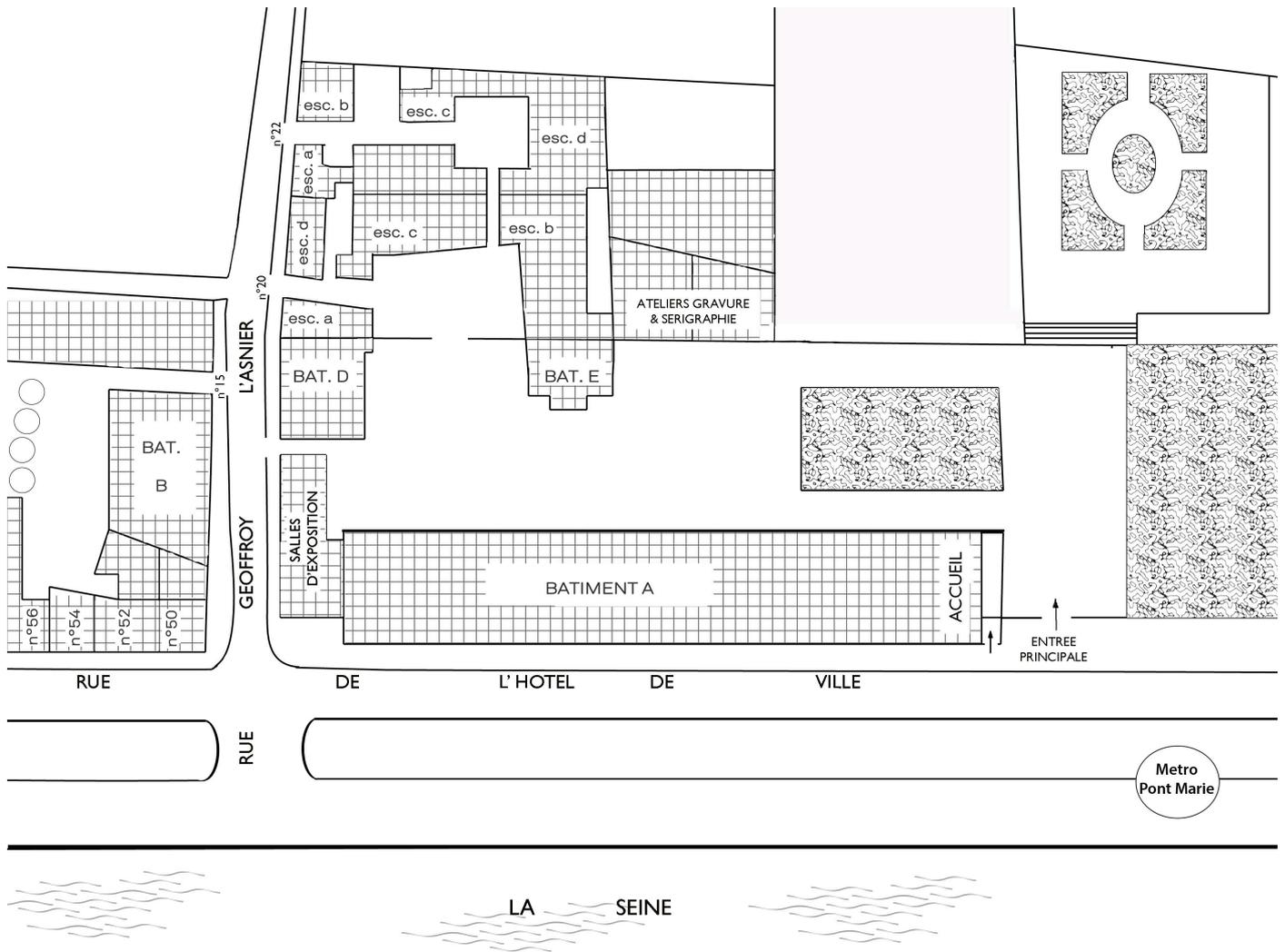
2017

CITE INTERNATIONALE DES ARTS

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PRACTICAL INFORMATION FOR RESIDENTS

Residents at the Cité internationale des arts are attributed a studio-flat for their personal use. At the present time the Cité manages more than 320 of these studio-flats, and this imposes the respect by all of practical rules for living together: peace and quiet, security, etc. The following document gives residents a clear overview of these rules. For any further information, please contact our staff members, all of whom wish you a pleasant stay in Paris at the Cité internationale des arts.



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STUDIO-FLATS

Studio-flats are furnished and equipped. No personal furniture is allowed there. Bed sheets are supplied by the Cité internationale des arts and changed every fortnight (Tuesday morning from 9.30 to 11.30) by the resident. Residents are informed of change days by a notice posted beside the access to the lifts.

Sheets are exchanged as follows:

for residents in buildings A, D and E: on the 1st floor landing opposite studio 8121;

for residents in building B, 52/54/56 rue de l'Hôtel de Ville, and 20/22, rue Geoffroy l'Asnier: in the lobby of building B.

PAYMENT OF SERVICE FEES

Residents must pay their service fees at the beginning of each month, at the accounts office (middle floor, building A).

CLEANING OF STUDIO-FLATS

During their stay, residents must clean their studio-flat regularly; the staff of the Cité internationale des arts does not do cleaning work. Refrigerators must be regularly de-frosted.

Before departing, residents are requested to remove all personal belongings, foodstuffs and effects from cupboards, refrigerator and storage units.

Residents are requested not to make changes in the layout of studio-flats.

COURTESY RULES

Animals are not allowed on the premises of the Cité internationale des arts.

Residents are requested not to make undue noise between 10 p.m. and 8 a.m. In the event of non-compliance with this rule, the security staff is empowered to demand immediate cessation of nuisance.

HYGIENE, SECURITY

Residents are requested to inform the reception of any malfunctioning in electrical or sanitary fittings, and of any trace of insect pests (cockroaches, etc). The staff of the Cité internationale des arts will deal with these problems.

Electrical current supplied to studio-flats varies from 2 to 3 kilowatts. Residents are requested not to modify installations without the prior consent of our technical staff. To minimize fire risks, electric hotplates must be correctly switched off after each use. As of arrival, residents are requested to learn the in-house fire drill instructions.

In the event of a problem arising, day or night, residents should inform reception without delay: phone 8842.

KEYS, DOORS

Residents can be given a spare key for use by their companion or visitor, in which case they must pay a refundable deposit.

The door of the studio-flat must be kept locked, even at night when sleeping.

Valuables or cash should not be left in the studio-flat.

In the event of temporary absence, residents must not leave their key in their letter box. Keys should be put in an envelope bearing the resident's name, and left at the reception to be kept until claimed.

The automatic door access code is given to residents at the reception desk. For obvious reasons of security, insofar as is possible, the code should be kept secret.

The street doors of buildings A and B are shut at 10 p.m. to ensure security. Residents coming in or going out after 10 p.m. must leave the street doors locked.

If they have misplaced their key, residents may ring the night porter in building A by pressing on the 'Appel de nuit' button.

Similarly, visitors arriving after 10 p.m. must ring the night porter and give the name of the resident they have come to see.

Cité internationale des arts staff members may have to go into studio-flats for service reasons.

If the resident is out, a note will signal their passage.

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INSURANCE

The Cité internationale des arts is insured for all risks in which its responsibility is acknowledged. But this insurance does not cover the luggage, personal effects or works of art of residents. In the event of theft or destruction, residents will have no recourse unless they are covered by their own insurance. Residents who are not covered by Social Security are required to take out personal health insurance.

POSTAL MAIL

Postal mail will be handled all the more easily if your correspondents indicate your name, studio-flat number and the full address of the Cité internationale des arts, as follows:

(Name/Surname)
Cité internationale des arts
(Studio-flat n°...)
18, rue de l'Hôtel de Ville
75004 PARIS, FRANCE

TELEPHONE

The phone number of the Cité internationale des arts is: 01.42.78.71.72
The in-house switchboard relays calls. If the resident does not answer, the switchboard will only take emergency messages.
From 12 midnight to 7 a.m., the night porter relays calls, and may be temporarily unavailable when doing security rounds. Residents should inform correspondents of this, so that unanswered calls are renewed.

The telephone receiver installed in each studio-flat is a house line that enables communication with other residents (by dialling the number of their studio-flat) and with Cité internationale des arts services.

In-house service numbers are:

reception:	8842
accounts:	2575
technical:	2577
concerts/exhibitions:	2586
management:	2568

Residents may subscribe a private line, at their own expense. To do so they must contact an operator.

COMMUNICATION

The Cité internationale des arts is attentive to the artistic projects of all its resident. So do not hesitate to inform us about your projects outside the walls, we can broadcast the information on our website and on our social networks.

Do not forget to include the logo of the Cité internationale des arts and/or the mention of your residence throughout your presence at the Cité internationale des arts on any communication media. You can ask for the logo to Angélique Veillé, communication manager.

Contact: Angélique Veillé (angelique.veille@citedesartsparis.fr or 01 44 78 25 70).

CULTURAL PROJECTS

During their stay, artists who wish to organize an artistic project (concert, exhibitions, performances, etc.) in one of the spaces of the Cité internationale des arts can contact Corinne Loisel (corinne.loisel@citedesartsparis.fr or 01 44 78 25 86).

The calendar of events is also available on www.citedesartsparis.fr.

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OPEN STUDIOS

The artists have the possibility to organize « Open studios » in their workshop during their stay at the Cité internationale des Arts. Artists in residency can send information about their open studio date to: communication@citedesartsparis.fr

COLLECTIVE STUDIOS FOR VISUAL ARTS

Engraving and silk-screen printing studios are open to professionals. A ceramics kiln is available. A service fee is charged for their use.

Information and booking: Laëtitia Chantrait
(laetitia.chantrait@citedesartsparis.fr or 01 44 78 25 71)

FRENCH LESSONS

French language lessons are given twice weekly, each two hours long. The charge per lesson is 10€ (to enrol, see Laëtitia Chantrait, office at the Reception).

CARTES DE SEJOUR

For questions, see the secretariat (1st floor, building A).

MUSEUM PASSES

Residents may benefit from a pass entitling them to a reduced entry charge in most Parisian museums. A passport photograph is needed; see the reception.

INTERNET

Residents may have access to the wifi network. For the required documentation, see the reception. The service provider Wifirst is on hand at the Cité internationale des arts, lobby, building A, from 6 p.m. to 8 p.m. once at the start of each month.

For any problems, call: 01 70 70 46 26.

LAUNDRY

Washing machines (a big one included) and spin-dry machines are installed in the laundry, ground floor, building A. Tokens are on sale at the reception. Two tokens are needed for the big washing machine.

1 token for the washing : 3 €

1 token for the drying : 2 €

VISITOR STAYS

Residents who want to put up a relative or friend, even for a short stay, must fill in a request form at the reception at least two days in advance, stating the dates of arrival and departure of their guest. An extra bed will be installed on the day of arrival.

The extra service fee due for the guest must be paid when filing the request: 125€ for a stay from one day to one week; 228€ for a stay up to one month.

The resident is responsible for the behaviour of his/her guest.

PARKING

Depending on availability, a resident may benefit from a vehicle parking slot in the basement garage. The monthly charge is 140€. For requests, contact the reception. Visitor-owned vehicles are not allowed in the garage.

OUTSIDE AREAS

Generally speaking, the grounds around the Cité internationale des arts are accessible.

Access during special events (exhibitions, etc.) must be authorized beforehand by the management.

DEPARTURE

At least two weeks before the date of departure, residents must contact the reception to make an appointment for the inventory of their studio-flat. The inventory is drawn up on the day of departure. For residents who are obliged to leave the Cité internationale des arts on a Saturday or a Sunday, the inventory will be done on the preceding Friday.

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The deposit guarantee will be refunded in the week following departure, by bank cheque or draft. Residents must give the accounts office complete banking details, including account number, IBAN and SWIFT codes (BIC).

To facilitate the inventory, residents are requested to remove all personal belongings and foodstuffs from cupboards and refrigerator, and to put the studio-flat in the state in which it was on arrival.

Residents should leave a forwarding address at the reception desk, to which postal mail will be redirected for two months.