



# ESE Self-Catering Apartments House Rules

Learning for Life

## Welcome to ESE

In order to help ESE ensure your well-being, safety, privacy and security whilst staying in an ESE Residence, please follow ESE House Rules listed below.

Kindly read, sign and return the House Rules form at the time of your check-in.

## Check-in and Check-out

Check-in time is at 14.00 and Check-out time is at 11.00.

If you require an Early Check-in or late Check-out please check with ESE Management. A minimum fee of €50.00 may apply.

## Deposit / Damages

You are required to make a cash deposit of €100.00 when you check in. This deposit will be refunded upon departure on presentation of the Deposit Slip as long as **NO DAMAGES** have been made to furnishings / fittings / equipment in your residence. In case of damage, full or part of the deposit will be kept by ESE. If the cost of damage is more than € 100.00, you must pay the balance before your departure. A fee of € 25.00 for replacement of the lost key will apply.

## Noise / Disturbance

Please respect your flatmates and neighbours AT ALL TIMES. Keep NOISE levels down to a respectful level.

- X Parties and playing loud music are not allowed.
- X You cannot BBQ in any part of the residence.
- X You cannot move furniture or fittings around in the room and /or to other room.

Any report of any excessive noise and / or disturbance, may result in an eviction (request to leave accommodation).

\* ESE Terms and Conditions apply at all times.

In case of BBQing in the apartment / terrace or moving ESE furniture out of the apartment, a fine of €50.00 per person will apply.

In case of furniture or equipment inside the apartment, a fine of €25.00 per person will apply.

## Smoking

All ESE accommodation is NON SMOKING. There is a €100.00 per person fine for every offence, if student found smoking inside the apartment. Smoking is only allowed on external terraces or balconies.

## Guests

Visitors are only allowed if they have an ESE Student Card. Only one visitor per student is allowed and must leave the apartment by 23.00. Any visitors staying later than 23.00 or overnight will be charged a fine of €75.00 per person per night. Pets are not allowed.

## Housekeeping Service

Housekeeping is provided once a week. Remember that you are sharing the apartment with other students. You MUST RESPECT them at all times by keeping the apartment clean and orderly. All apartments are equipped with basic cleaning materials but you must buy your own detergents / soaps and toilet paper. If you fail to keep your room / apartment clean, you will be given a warning and the cost of cleaning will be charged at a rate of €25.00 per hour of cleaning.

- ! Garbage / rubbish must be kept in the designated areas.
- ! Common areas must be kept clean.
- ! No towels and /or clothes should be hung on the balconies (use designated area).

NOTE: The ESE Residence Coordinator will carry out random inspections during the week.

## Air Conditioning and WiFi

ESE aims to be Eco-Friendly and to reduce its carbon footprint, please be careful with consumption of water and electricity by turning off all air-conditioning when you are not in the room or apartment. A fine of €50.00 per person applies for airconditioning left on.

ESE provides WiFi in all apartments. Bandwidth is limited and not suitable for streaming. The strength of the WiFi signal may vary from one area of the apartment to another. You can buy your own internet service from third party providers.

## Change of Accommodation

If you request a change of apartment or accommodation, you will be charged €25.00 excluding transport. Transportation is available at an additional charge of €10.00 per person; excess luggage (over 2 pieces of luggage) fee of €5.00 will be added to the transport charge.

Should you have any problems with your apartment, ESE will do its best to solve the problem within 48 hours of receipt of a written complaint that is sent to [eseresidence@ese-edu.com](mailto:eseresidence@ese-edu.com)