FEU RESIDENT GUIDEBOOK
Please read through this Resident Guidebook carefully as it contains important information about the FEU. Please keep it handy for future reference!

The FEU

Located across from the Parc Montsouris in Paris’ 14th arrondissement, the Fondation des Etats-Unis (FEU) is a private student residence and cultural center within the international community of the Cité internationale universitaire de Paris (Ciup). Opened in 1930, the FEU offers 267 individual rooms for American and international students, including a select number of artists’ ateliers and music studios. The FEU’s rich and varied cultural program, which includes concerts, workshops, conferences, exhibitions and performances, is open to the general public.

The Ciup

was constructed between 1925 and 1969. The campus of 40 houses, situated in a 90-acre park, boasts exceptional architectural heritage and diversity. It welcomes students and visiting scholars from some 130 countries, fostering unique linguistic and cultural exchanges.
The FEU Team

Dr. Sophie Vasset, Director

Dr. Anne Cremieux, Director

Razika Redouane
Administrator
Office Hours:
Monday to Friday
9:00 to 12:00

Noëmi Haire-Sievers
Culture & International
Relations Manager
By appointment:
culture@feusa.org

Morgane Merigaud
Admissions & Reception
Office Hours:
Monday to Friday
8:00 to 12:30 & 13:15 to 15:30

Cyril Bolinga
Security & Reception

Pierrette Renard
Maintenance

Maria Ferreirinho
Maintenance

Jean Adelson
Maintenance

Waibi Abiola
Maintenance

Josephine Kidumu Zola
Maintenance

For more information about the team, please visit www.feusa.org/presentation
Residents may check-in everyday and anytime (24 hours a day – 7/7 days). Upon your arrival, please use the front door (15 boulevard Jourdan) and proceed to the front desk with a valid photo ID (license, passport, student card, etc.) to receive your room keys. The wifi password and policy will be included in your check-in packet.

If you arrive between 10:30pm and 6:30am, please send an email to reception@feusa.org, indicating your expected arrival time.

Elevator courtesy is essential on move-in day. Do not leave the elevator door blocked at any point and time.

Break down your moving boxes and place them in the recycling bins located behind the building. Please, do not leave items in the middle of the walkways. Never leave your belongings unattended and always lock your room door when you leave.

The FEU is not liable for any loss or damage.

**What’s in the room?**

NOTE: These photos are examples of the typical furnishings in a room, but placement/color of furniture in each room may vary.

Your room is equipped with these items:

- **A single bed:** Mattresses are 90 cm x 200 cm
- **A closet** and **bedside table**
- **A sink**
- **A desk** with a **chair** and a **desk lamp**
- **Light blocking curtains**
- High-speed **Wi-Fi** is available in all rooms. Personal wireless routers are strictly prohibited.

*All the furniture provided in your room at move-in must stay in the room for the duration of the year.*
What should I bring or not bring?

<table>
<thead>
<tr>
<th>Items you should bring:</th>
<th>Prohibited items:</th>
<th>Items you can borrow:</th>
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</thead>
<tbody>
<tr>
<td>- Towels</td>
<td>- Halogen lamps</td>
<td>- Vacuum cleaners</td>
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<tr>
<td>- Bed linen (the FEU provides two standard</td>
<td>- Candles and incense</td>
<td>- Brooms</td>
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<tr>
<td>pairs of sheets)</td>
<td>- Permanent adhesives, screws and nails</td>
<td>- Mops</td>
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<tr>
<td>- Laundry basket/bag</td>
<td>- Microwaves</td>
<td>- Irons &amp; ironing boards</td>
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<tr>
<td>- Dishes and cooking utensils</td>
<td>- Hot plates/ovens/stoves</td>
<td></td>
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<tr>
<td>- Plastic storage cubes</td>
<td>- Space heaters</td>
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<td></td>
<td>(you may request an extra blanket at the front desk)</td>
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<tr>
<td>You may get small appliances</td>
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<tr>
<td>(such as mini-fridges, coffee makers, kettles,</td>
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<td></td>
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<tr>
<td>etc...) but they must switch themselves</td>
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<tr>
<td>off.</td>
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You may be able to purchase some second-hand items upon your arrival (such as dishes or a fridge). Check the ads posted near the lifts. Staff can also advise you on where to purchase things locally.

What if I lock myself out?

As a courtesy, the front desk staff can lend you a key if you lock yourself out. You will be charged a small fee, which will be put in the money box for the Residents’ Committee.

If you lock yourself out of your room while the front desk is closed, you will have to be patient and wait for the receptionist to return from her/his break or security round.

You must be the legal resident of the room or have official identification in order to be granted access to the room.
Guest Policy

- You may have visitors in your room during the day and until midnight at the latest. You are responsible for your guests and must come down to Reception to escort them to your room. Reception will not give a key to a guest in your absence. Guests must follow the house rules, especially concerning noise after 10pm and no smoking in the building.

- You may have **one overnight guest at a time**. You must register and pay for your guest 48 hours in advance of her/his arrival (ask for the form at the front desk).

- For a weekend guest, you must make your request by **THURSDAY** at the latest.

- Each guest’s visit is limited to **10 nights maximum**.

- An extra bed and an extra key may be requested only if your guest is staying for a minimum of 3 nights (or

<table>
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<tr>
<th>WITH A BED</th>
<th>SHORT TERM RESIDENTS</th>
<th>WITHOUT A BED</th>
<th>LONG TERM RESIDENTS</th>
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<tbody>
<tr>
<td></td>
<td>40€ / night</td>
<td>20€ / night</td>
<td>10€ / night</td>
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<td></td>
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<td>5€ / night</td>
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</tbody>
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Packages - Mail Delivery

**What is my postal address? When and how do I pick up my mail and packages?**

The mailboxes are at the front desk. Letters will be placed directly in your mailbox. Packages will be kept at the front desk and we will place a notification in your mailbox when a package is available for pick up. Mail is generally delivered between 9 and 11am from Monday through Saturday. Package delivery varies.

**Mailing address format**

FONDATION DES ETATS-UNIS
Student’s full name / Room number

15 Boulevard Jourdan
75014 Paris
France

- Always include your name and your room number in your mailing address and address mail and packages to the Fondation des Etats-Unis (not to the Cité internationale).

- **Mail and packages delivered before your arrival or after your departure cannot be accepted and will be returned to sender.**

- Before leaving, complete an address change form at the Post Office. This will prevent your future mail from being returned to sender.
The FEU houses 267 living units. Individual responsibility and respect for others are essential. Noise is an issue. Be aware that slamming doors, moving chairs or heavy walking will wake your neighbors up.

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 the kitchens. Please be aware that there are no grinders in the sinks, and any food left in the sinks will block the pipes. Please empty the dish rack after cleaning dishes. To avoid noise disturbances at night, the kitchens are closed from 12am until 5am.

The Laundry Room, located in the basement on the west side of the building, consists of 4 washers and 4 dryers and is open 24/7. The machines work with cards, coins and bills. It costs €3.50 to wash and dry. Detergent and softerner capsules can be bought for €0.90. In case of any problem, please call the number indicated in the laundry room without going by the Reception desk. To ensure the security of clothes, we suggest that residents stay nearby while doing their laundry.

The Computer Room is located on the ground floor next to the front desk. To print and make copies, you must buy a 100 page copy card at the reception, at 4cents/copy (i.e. 4€). The FEU does not provide paper.

The Rectangle, located on the east side of the basement, may be used for social gatherings. There is also a TV room (keys are available at Reception) and a small garden with a BBQ. For security reasons, BBQs, cultural and sports events, and the participation of any non-residents is subject to an authorization (25 people max). You must complete a form (available at reception) and return it for approval at least 48 hours before the event. For events taking place on the weekend, your request must be submitted on Thursday at the latest.

The Communal Garden, located on the west of the building, is open to residents who wish to participate in the residents’ gardening and composting project. Join them on Facebook: FEU Garden.

The Library, located on the east side of the building, is open 24 hours a day as well as the Salon Chicago and the Petit Salon (unless one of them is reserved for a meeting or cultural event).

The Music Room is reserved for use by residents. The room is open every day (the opening hours are available at the front desk). Residents can reserve a practice slot or use it immediately if it is free.

Sports Equipment can be borrowed from the front desk by handing in your resident card or a picture ID. Your ID will be returned when you bring back the equipment (basketballs, footballs, soccer balls, tennis, badminton and ping-pong rackets and balls, volleyballs and a volleyball net, a pump).

Electricity & Recycling

The electrical outlets are 220 volts and need an adapter to run US electronics (110 volts).

Laptops require only a socket adaptor.

Electricity is not free:
Please turn off the lights when you leave your room and/or communal spaces!
Check-out Procedures

At what time do I need to leave my room? What do I need to do before leaving?

Before your departure, please remove all personal belongings from the room (decorations included).

The room must be cleaned:
- Sweep and vacuum the floor.
- Empty and clean your fridge/appliances.
- Furniture must be placed in its original position.

Upon your departure:
- Turn off lights
- Lock the door
- Turn in the keys (room and mailbox) at the front desk before 9:00am on the lease expiration date.

No returning to the room once check out is completed.
Failure to follow these rules will result in losing your deposit.

Safety

When a fire alarm sounds, residents must leave the FEU via the nearest exit. To prevent any fire:
- Do not leave the cooker unattended.
- Do not smoke or use electrical appliances (such as ovens, hot plates,..) in your room.

The Fondation des Etats Unis is a smoke free place. You may smoke in the residents’ garden and outside the building - remember to throw your butt in the bins provided!

If you are victim of a theft during your time in Paris, go to the nearest police station to file a complaint (112/116 avenue du Maine, 75014).

Facilities at the Ciup

Detailed information about the following services are available on www.ciup.com:

- the library
- sports facilities and classes
- the restaurant and cafeteria
- the international student welcome service
- administrative and mobility services

- BAAPE (information center for artists and performers)
- Relais Social International (RSI)
- two banks (BNP and La Poste) with ATM machines
- a post office
Getting Involved at the FEU

Residents’ Committee
At the start of the academic year, each house elects its Residents’ Committee. The Committee is involved in community life at the house (organizing events, participation in tournaments, danse parties, etc.) and represents the residents with one assigned representative per floor. The President of the Committee serves on the Board of Directors.

The Committee appoints a representative to the Assemblée des Délégués des Comités de Résidents (ADCR). The ADCR consults with the Fondation Nationale, Cité internationale universitaire de Paris on all matters concerning campus life.

Cultural Program
The FEU organizes a diverse Franco-American cultural program. Largely free of charge, the events include concerts, conferences, workshops, exhibitions and performances.

We are always looking for students who would like to get involved either by submitting a project or volunteering for events organized by the FEU. Email: culture@feusa.org

Culture at the CiuP

As well as each house’s cultural program, the CIUP also offers:

- an independent professional theater
- a choir
- L/Oblique, the Cité’s heritage center

Other useful CiuP groups on Facebook: Cité internationale universitaire de Paris (official), CIUP Events, Inter CIUP, CIUP Jobs, Jardin du Monde, Musiciens de la Cité internationale, Cité Unie.

Local Shops

Local shops are to be found on Avenue de l’Amiral Mouchez (cross the road and go down 3 blocks, on your left) with a grocery store (Franprix), a bakery and a pharmacy, as well as a small convenience store closer by on Rue de la Cité Universitaire, across from the Belgian House. The tramway will take you to the many shops near Porte d’Orléans (Avenue du Général Leclerc) or Porte de Choisy (Chinatown). The nearest shopping centres are at Place d’Italie, Montrouge and Montparnasse.