

Apartments in St Genis Pouilly

General information and regulations

The apartments «La Rivière» and «Les Hautains» are located at the entrance of St Genis Pouilly, at the right side of the road when coming from CERN. In the neighbourhood you will find several shops and restaurants as well as the bus stop. They are fully furnished and equipped with household appliances, dishes, bedding, and towels. Each apartment has a living room, kitchen with dishwasher and three bedrooms. In addition, there is a private cellar.

Regulations

1. The apartment is at the disposal of the members of the Belgian groups working at CERN, with priority for those participating to CMS shifts or coming for long stays, between two weeks and three months.
2. To benefit from this priority, the reservation must be done at least two weeks before the start of the stay. Less than two weeks before the start of the stay, the available places can be reserved for short stays and to attend meetings or conferences.
3. For long stays, the reservation can be done up to maximum three months before the start of the stay, for CMS shifts, up to 12 months in advance. In that latter case, they should inform Laura De Backer and Audrey Terrier that they are indeed registered for doing CMS shifts during this period. Whenever the shifts are cancelled, the apartment room should be cancelled, and it is the responsibility of everybody to inform Laura De Backer and Audrey Terrier. If people violate this "gentleman's agreement", for example by booking a room more than three months in advance when they are not yet registered for CMS shifts, or by not cancelling the reservation when the shifts are cancelled, they will be removed from the list of people who are allowed to book rooms more than two weeks in advance.
4. Every disagreement will be solved by S. Lowette and P. Vanlaer.
5. To reserve a room, one sends an email to the IIHE secretariat (Mrs Laura De Backer Laura.De.Backer2@vub.be and Mrs Audrey Terrier Audrey.Terrier@ulb.be). You can only book for yourself, not for third parties. The occupancy can be checked at <https://flat.iihe.ac.be/>.
6. Only persons on the list can stay in the apartments during the requested period. This list is maintained by Mrs De Backer and Mrs Terrier.
7. When a member stays in a room, this room is considered occupied.
8. All modifications in a reservation must be communicated immediately to Mrs De Backer and Mrs Terrier.
9. The cleaning of the apartment and bed linen is taken care of by a cleaning lady (usually on Tuesday and Friday). In any case they will not do the dishes and they will not put the waste outside, so we ask the occupants to do so before her passage. To facilitate the cleaning of your room, don't let your stuff and bags lying on the ground.

Dirty towels and sheets are collected in the cupboard in the entrance where you also find clean ones the first day of your stay. Problems with cleaning should be communicated to Steven Lowette (Steven.Lowette@vub.be).

10. You must put garbage outside yourself: general garbage and recycling containers are to be found in the basement of the buildings. Glass must be put in dedicated containers, one can be found on the parking of the Carrefour Market.
11. One should avoid every noise which could disturb the people in the apartment or the neighbours in the building. For this reason, the visit of children under 16 years of age is not allowed, even for short periods.
12. Animals are not allowed in the apartment.
13. Only the products necessary for the maintenance and cleaning of the apartment will be reimbursed by your institute.
14. All problems related to electricity failures, damage to furniture, or to kitchen equipment, should be communicated to Steven Lowette and Pascal Vanlaer.
15. When leaving the apartment, one should:
 - a. remove one's own food from the refrigerator (open milk bottles, cheese, ...).
 - b. clean the microwave oven, the normal oven, and the cooker
 - c. bring empty glass to the container
 - d. take away the dustbin
 - e. wash the dishes
 - f. put the dirty towels and sheets in the cupboard in the entrance.
16. When leaving the apartment, don't forget to:
 - a. switch off all lights
 - b. close all windows
 - c. switch the heating to a moderate temperature
 - d. leave no food in the rooms (insects)
 - e. clean up the kitchen and leave the rooms accessible for the cleaning lady.
17. Since you will be sharing the bathroom with colleagues, we ask you to leave the bathroom, as well as the kitchen and living room, in a state where you would like to find it.
18. Don't use the apartment as a storage place but use the cellar for this purpose.

The keys of the two apartments must be collected in the cupboard in the Belgian office 40-4B-24 at CERN. Please make sure to put them back in the same cupboard when you leave.

APARTMENT «La Rivière»

Address:

Résidence «La Rivière»
Bâtiment A – 2nd floor, Apartment 12
33 rue de Genève
01630 Saint Genis Pouilly
France

Parking code: 5145

Door entry code: <key sign> 2432 <key sign>

The apartment «La Rivière» contains 2 bedrooms with 2 single beds and one bedroom with 1 single bed, two bathrooms.

There is WIFI in all the rooms and a phone via an ADSL line, which allows you to make free calls across Europe. This phone should not be used to phone outside Europe. The fixed telephone line may not be used at all (no phone logbook).

The keys of the cellar are located on a hook in the entrance.

APARTMENT «Les Hautains»

Address:

c/o M. Bassi
1st floor from the main entrance
3 rue de la prairie
01630 Saint Genis Pouilly
France

It's the 1st building next to the Champion; you can find the entrance at the top of the large staircase which is located left of the apartment building.

The main door of the building opens via an electronic lock. The badge on the keyring must be presented in front of the black receptor below the bell panel.

The apartment «Les Hautains» has 2 bedrooms with a single bed and one with a double bed, one bathroom and a separate toilet. There is a washing machine and the necessary things to ironing in the bathroom.

There is WIFI in all the rooms and a phone via an ADSL line, which allows you to make free calls across Europe. This phone should not be used to phone outside Europe. The fixed telephone line may not be used at all (no phone logbook).

The keys of the cellar are located on a hook in the kitchen. Two of the four stoves operate with a gas tank, located underneath the sink. If you don't use the fire, close the gas tank.