

RULES AND REGULATIONS APPLICABLE TO RESIDENTS AT THE CITÉ INTERNATIONALE DES ARTS



The Cité internationale des arts is a residency centre that brings together artists and culture professionals of all disciplines in the heart of Paris to work on creative and research projects.

For periods of between two months and one year, the Cité internationale des arts provides them with a working environment that fosters creativity and allows them to meet other arts and culture professionals. The Cité internationale des arts' team provides Residents with bespoke assistance and support throughout their stay.

The live-in studios at the Marais and Montmartre sites are a place where Residents can live and create in the company of more than 300 artists and culture professionals of every generation, nationality and discipline. Working closely with its many partners, the Cité internationale des arts calls for candidates by theme and/or project throughout the year.

The Cité internationale des arts encourages dialogue between Residents of different cultures and ensures that the values of tolerance and mutual respect are upheld.

THE RESIDENCY

Article 1: Admission

Admission to the Cité internationale des arts becomes effective after transmission of the official letter of invitation and when the Resident has committed to respecting the present regulations by signing it.

Article 2: Resident, Co-Resident, Person accompanying the Resident and Visitor

The Resident is the artist or culture professional whose application has been accepted by the Cité internationale des arts as part of a partnership or a Cité internationale des arts residency programme. He/she has been awarded a fixed term residency that comes with a live-in studio.

The Co-Resident is the artist or culture professional who has been selected together with the Resident to carry out a residency project and who is sharing the same live-in studio. His/her name is mentioned in the letter of invitation.

Residents may be accompanied by an adult and/or a child aged under 7, or receive visitors as specified in Article 7. A live-in studio cannot accommodate more than two adults and a child aged under 7.

A Person accompanying the Resident is a person who stays in the live-in studio for the entire duration of the residency. Should they wish to be accompanied by another person, Residents must ask for permission in advance by contacting the Cité internationale des arts residency department.

A Visitor is a person who stays in the live-in studio for less than the entire duration of the residency. Marais site reception or the lodge at Montmartre must be informed of the presence of Visitors as far in advance as possible.



Excepting the Co-Resident, a live-in studio is allocated on a strictly personal basis and cannot be transferred to another person during the residency. Residents, Co-Residents, Persons accompanying the Resident and Visitors must all abide by the Rules and Regulations.

Article 3: Duration of the residency

The duration of the residency and the arrival and departure dates are indicated in the letter of invitation sent by the Cité internationale des arts. Residencies last for a period of 2 to 12 consecutive months.

Residents undertake to comply with the departure and arrival dates of which they have been notified. Penalties may apply in the event of a cancellation one month or less before the scheduled arrival date.

The Cité internationale des arts does not undertake to extend the residency, nor to provide a live-in studio after the agreed residency end date. It cannot undertake to find alternative accommodation for Residents at the end of their residency.

If the total residency period (extension included) does not exceed 12 months, the Resident can request that it be extended for up to two months. This request requires the agreement of the residency department (cf. article 16) and depends on the availability of suitable accommodation.

Article 4: The live-in studio

A live-in studio is a place where the Resident can both live and work. It is intended to be occupied for a fixed period with a view to working on a project in the field of the arts.

The live-in studio is furnished. It includes:

- A workspace
- A bedroom area with a single bed, a duvet, a pillow and suitable bed linen
- A bathroom with a shower, washbasin and WC
- A fitted kitchenette with a hob (cooktop), a fridge and tableware for two people.

The furniture belonging to the Cité internationale des arts cannot be exchanged for other furnishings or removed from the live-in studio. Residents are not allowed to bring any personal items of furniture or carry out any building or decorating work. The electrical installation must not be modified.

Residents are responsible for the cleaning and general upkeep of the live-in studio during the entire duration of their residency.

Animals are not allowed at the Cité internationale des arts, guide dogs excepted.

Article 5: Insurance

Residents are required to take out civil liability, repatriation and health insurance.

Residents must be able to provide a certificate of insurance (COI) upon arrival if so requested.

The Cité internationale des arts is insured against any damages for which it may be held liable.

The provision of a live-in studio also includes insurance for the occupying Resident. The insurance covers:

- Loss or damage arising in connection with the tenancy, third party claims (neighbours and others).
- Damage to property, including theft and vandalism. This cover acts as a complement to or a substitute for personal property insurance taken out by the occupant(s). In case of claims, there is an excess of 200 € and a 20,000 € coverage limit per live-in studio. High-value objects such as artworks and musical instruments have a coverage limit of 1,600 €.

The Cité internationale des arts shall not be liable for damage to persons or property as a result of the Resident occupying the live-in studio.

Article 6: Security Deposit

If mentioned in the letter of invitation, a security deposit must be paid one month before the Resident's arrival.

The security deposit protects the Cité internationale des arts against the non-payment of monthly charges and any damage or deterioration to the live-in studios (broken fittings, lost keys etc) caused by the Resident and not covered by the insurance. The cost of replacing any damaged fittings is indicated in an internal price list that will be provided to the Resident upon request.

As long as no damage to the live-in studio is observed, the full amount of the security deposit is returned at the end of the residency after the move-out inventory (cf. article 18) has been completed. The sum will be reimbursed in the month following the Resident's departure and after reception of the latter's bank details by the Cité internationale des arts' accounts department: prestations@citedesartsparis.fr

Article 7: Monthly charges and extra charges

The letter of invitation outlines the amount of monthly charges payable by the Resident if applicable.

The monthly charges correspond to the costs entailed by occupying the live-in studio, as well as using the facilities and services provided by the Cité internationale des arts. The monthly charge is indivisible, i.e., the amount payable is always one full month irrespective of the date on which the Resident arrives and departs.

Payment of monthly charges does not entitle the occupant to French housing benefits (APL) from the Caisse d'Allocations Familiales.

Monthly charges must be paid in euros, either by the Resident or the partner institution, before the 11th of each month, or according to a payment schedule defined by a mutual agreement.

The Resident may be invoiced extra charges depending on the services provided. These charges mainly apply when a person is accompanying, or a visitor is staying with a resident. The price list of supplementary services is available upon request from: admissions@citedesartsparis.fr

The monthly charges may be increased annually on January 1st. Residents will be informed of any increase at the earliest possible moment.

RECEPTION OF RESIDENTS AND LIVING CONDITIONS AT THE CITE INTERNATIONALE DES ARTS

Article 8: Reception

Reception staff at the Cité internationale des arts are available to provide any information Residents may require throughout their residency. Residents can contact the reception at the Marais site, or the lodge at the Montmartre site. The team at the Marais can be contacted 24/7 at the following number: +33 (0)1 42 78 71 72.

Article 9: Assistance and support

The residency department at the Cité internationale des arts is available to help with Residents' artistic projects. Residents can request help anytime during the week when the teams at the Marais and Montmartre are present, or by appointment: admissions@citedesartsparis.fr

Article 10 : Move-in and move-out inventories

Upon arrival, the Resident is welcomed by the Cité internationale des arts team. A move-in inventory of the allocated live-studio is carried out with a representative of the Cité internationale des arts and the resulting document is signed by the two parties. The Resident undertakes to return the live-in studio in the same state of repair.

During the residency, Residents must inform the Cité internationale des arts of any missing or damaged fixtures and fittings.

Before leaving, the Resident must make an appointment for a move-out inventory with a representative of the Cité internationale des arts at least 15 days prior to the planned departure date: accueil@citedesartsparis.fr or +33 (0)1 44 78 25 77. If the Resident does not keep the appointment, the inventory will be carried out in their absence.

The Resident must have removed all their personal effects and thoroughly cleaned the live-in

studio before the date of the move-out inventory. No rubbish or foodstuffs are to be left in the live-in studio. Should this not be the case, the Resident will be charged an extra cleaning fee.

Article 11: Living together

The Cité internationale des arts is responsible for maintaining harmonious living conditions and, to this end, it pays particular attention to ensuring that values of tolerance and mutual respect are upheld. Any form of abusive behaviour, harassment or discrimination, or any other harmful acts will be punished.

The Resident undertakes to respect other Residents and Cité internationale des arts' staff members.

The Resident undertakes in particular to:

- Respect the right to work in good conditions and the tranquillity of the other Residents, especially between 10.00 pm and 8.00 am in both the indoor and outdoor areas.
- Respect the premises, common areas and equipment.

The same obligations apply to the Café des Arts, which is a common area at the Marais site. This space may be occupied free of charge until 10 pm. It has a maximum capacity of 19 people. Please contact reception to reserve.

The Resident is required to notify the Marais reception or the Montmartre lodge of any behaviour that could be considered unacceptable.

Smoking is strictly forbidden in all the common areas.

Article 12: Outdoor areas

Any project supposed to take place in the outdoor areas at the Cité internationale des arts must first receive the prior agreement of the residency department.

It is forbidden to install any furniture other than the Cité internationale des arts' own furniture in the outdoor areas.

No gatherings are permitted in the outdoor areas between 10 pm and 8 am and excessive noise will not be tolerated.

Vehicles may only be parked within the Cité internationale des arts for very short periods and only when Residents are moving in or out. The prior agreement of the Cité internationale des arts team is required: accueil@citedesartsparis.fr

Article 13: Security

Front desk and security staff are present in reception 24/7 at the Marais site, which is also equipped with CCTV.

The caretaker at the Montmartre site is in charge of security during the day and a security guard is present certain weekday nights.

Residents are responsible for keeping their live-in studio locked and will be required to pay for replacing lost keys.

Marais reception and Montmartre lodge must be informed of any incidents by phone (+33 (0)1 42 78 71 72) or email (accueil@citedesartsparis.fr).

Article 14: Access to the live-in studios by members of the Cité internationale des arts staff

Staff at the Cité internationale des arts can request access to the live-in studios for reasons of safety, hygiene, or maintenance. In this event, Residents will always be informed in advance.

In case of any technical problems affecting the live-in studio, the Resident must systematically inform reception or the lodge: maintenance staff will intervene as soon as possible with the Resident's agreement.

Cité internationale des arts' staff may only enter live-in studios without the Resident's prior agreement when justified by an emergency, for example possible damage to property, injury or fire etc.

Article 15: Absence

Residents are encouraged to inform the residency department if they intend to be absent for more than two weeks (admissions@citedesartsparis.fr). In case of a lengthy absence, Residents may leave their keys at reception or the lodge. Any form of sub-letting is strictly forbidden.

END OF RESIDENCY

Article 16: Extending the residency

If they have a compelling and duly justified reason in connection with their project, Residents may request the extension of their residency for a maximum of two months.

This request must be made in writing and addressed to the residency department for examination: admissions@citedesartsparis.fr. A residency extension can only be granted once and only if the total length of residency (extension included) does not exceed twelve months.

The Resident will receive an answer after their request has been examined in terms of its pertinence and available accommodation at the Cité internationale des arts.

Should the Resident wish to extend their residency for more than two months, they must answer one of the calls for application that are regularly published on the Cité internationale des arts' website.

Article 17: Early departure

In case of an early departure, Residents must inform the Cité internationale des arts at least two months in advance, otherwise one month of monthly charges will be deemed payable by the Resident (Cf. article 7).

COMMUNICATION & PERSONAL DATA

Article 18: Communication

Residents undertake to mention the Cité internationale des arts and display its logo on any communication about projects carried out during their residency and when promoting any project for which they were granted a residency at the Cité internationale des arts.

The Cité internationale des arts is not obliged to communicate about or promote Residents' projects.

Article 19 Protection of personal data

The Cité internationale des arts undertakes to protect the confidentiality and security of its Residents' personal data.

Residents have the right to access their personal data and correct it if necessary. For any requests pertaining to the protection of personal data, please send an email to: secretariat@citedesartsparis.fr

You will find information in connection with General Data Protection Regulations (GDPR) in the appendix to these general Rules and Regulations. The GDPR form must be filled in, signed and returned by the Resident together with these Rules and Regulations.

RULES AND REGULATIONS

Article 20: Modification of the rules and regulations

The Cité internationale des arts reserves the right to amend these rules and regulations in case of force majeure (pandemics, terrorist threats etc) and to guarantee the safety of its Residents.

Article 21: Infringements and disputes

Any breaches of these Rules and Regulations, as well as any disruptive actions or behaviour are liable to incur penalties, which can include the reimbursement of any damages caused and the definitive exclusion of the Resident.

Sanctions and exclusions are decided on by the Cité internationale des arts' management team. In the event of exclusion, the Resident will be obliged to leave the premises within the stipulated deadline.

I the undersigned (Full Name)
acknowledge that I have read and understood these Rules and Regulations and that I accept
and undertake to abide by their provisions.

Date and place of signature:

Signature (preceded by the handwritten term "Lu et approuvé", which signifies your agreement and understanding).

PERSONAL DATA

The European law on data protection (GDPR, 25th May 2018) requires that you consent to the use of your personal data and any communication preferences. You have the right to access your data at any time and correct it if necessary.

Studio number:

Surname:

First name:

Email:

I accept the terms and conditions of use.

I accept to receive newsletters from the Cité internationale des arts.

I accept to receive personalised offers/invitations by email from the Cité internationale des arts' team.

I accept that my name be added to the list of artists in residence (surname, first name, nationality, website) published on the Cité internationale des arts' website.

I accept that my surname and first name be given to other artists in residency.

I accept all the above

Signature :

Paris, on:

(today's date)

Terms and conditions of use

The information obtained by the Cité internationale des arts is electronically processed and is essential for managing residencies.

In order to comply with legal and regulatory requirements, such information and personal data is also stored for security purposes and kept for as long as necessary. Access to personal data will be strictly limited to those employees of the Cité internationale des arts, who are authorised to process such data by virtue of their duties.

The information collected may be communicated to third parties linked to the company by contract for the performance of sub-contracted tasks, without the authorisation of the Resident being required.

In accordance with Law No. 78-17 of 6 January 1978 relating to protection of personal data, as amended by Law No. 2004-801 of 6 August 2004, and by European Regulation No. 2016/679, residents have the right to access, rectify, delete and transfer their personal data, as well as the right to object to processing on legitimate grounds. To exercise these rights, contact the data controller at the below-mentioned email or postal address and include valid proof of identity.

Contact: Secrétariat, Cité internationale des arts, 18 rue de l'Hôtel de Ville, 75004 Paris.
secretariat@citedesartsparis.fr