



# 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!

<b>STUDIO-FLATS</b>	Studio-flats are furnished and equipped. No personal furniture is allowed there. Bed sheets are supplied by the Cité internationale des arts upon arrival. Each resident is responsible for washing his or her own sheets for the duration of the residence.
<b>PAYMENT OF SERVICE FEES</b>	Residents must pay their service fees at the beginning of each month, at the Accounting Office (middle floor, building A, Marais site).
<b>CLEANING OF STUDIO-FLATS</b>	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.
<b>COURTESY RULES</b>	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.
<b>HYGIENE, SECURITY</b>	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. 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.

## **Cité internationale des arts**

18, rue de l'Hôtel de Ville - 75180 Paris Cedex 04 • 24, rue Norvins – 75018 Paris  
+33 (0)1 42 78 71 72 - [www.citedesartsparis.fr](http://www.citedesartsparis.fr)



## 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 (Marais site) 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.

## INSURANCE

The Cité internationale des arts is insured for all risks in which its responsibility is acknowledged. A home insurance covering various risks (fire, theft, etc.) is also included in the fees of the studio.

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 **OR** 24, rue Norvins, 75018 PARIS*

## TELEPHONE

The phone number of the Cité internationale des arts is: 01.42.78.71.72

On the Marais site, 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 of the Marais site 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 (to call the Reception desk, dial 9).

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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 residents. 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 the Communication Office.

A weekly newsletter is sent to the resident for information on events taking place at the Cité internationale des arts. If you notice a problem in the reception, please contact the Cité's communications department.

Contact: [communication@citedesartsparis.fr](mailto:communication@citedesartsparis.fr)

#### **REHEARSAL STUDIOS**

Several rehearsal studios are equipped with pianos as well as the Auditorium equipped with a 16-stop organ and can be rented by the artists in residence. Information at [espaces@citedesartsparis.fr](mailto:espaces@citedesartsparis.fr) or at the Reception (ground floor, only from 2 to 5pm).

#### **PIANOS**

If you have any problems with pianos belonging to the Foundation in the housing workshops, please also contact [espaces@citedesartsparis.fr](mailto:espaces@citedesartsparis.fr).

#### **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 the cultural programming office ([programmation@citedesartsparis.fr](mailto:programmation@citedesartsparis.fr)).

The calendar of events is also available on [www.citedesartsparis.fr](http://www.citedesartsparis.fr).

#### **OPEN STUDIOS**

Artists may freely organize "Open Studio" in their during their stay at the Cité internationale des arts.

To know the modalities and procedure to organize an open studio, please consult the following guide: <http://bit.ly/openstudioprocedure2019>

#### **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 at [espaces@citedesartsparis.fr](mailto:espaces@citedesartsparis.fr).

#### **FRENCH LESSONS**

French language lessons are given twice weekly, each two hours long. The charge per lesson is 10€. Information and booking at the Reception desk.

#### **CARTES DE SEJOUR**

Pour toute question, s'adresser au Secrétariat (1<sup>er</sup> étage – Bâtiment A, site du Marais).

#### **MUSEUM PASSES**

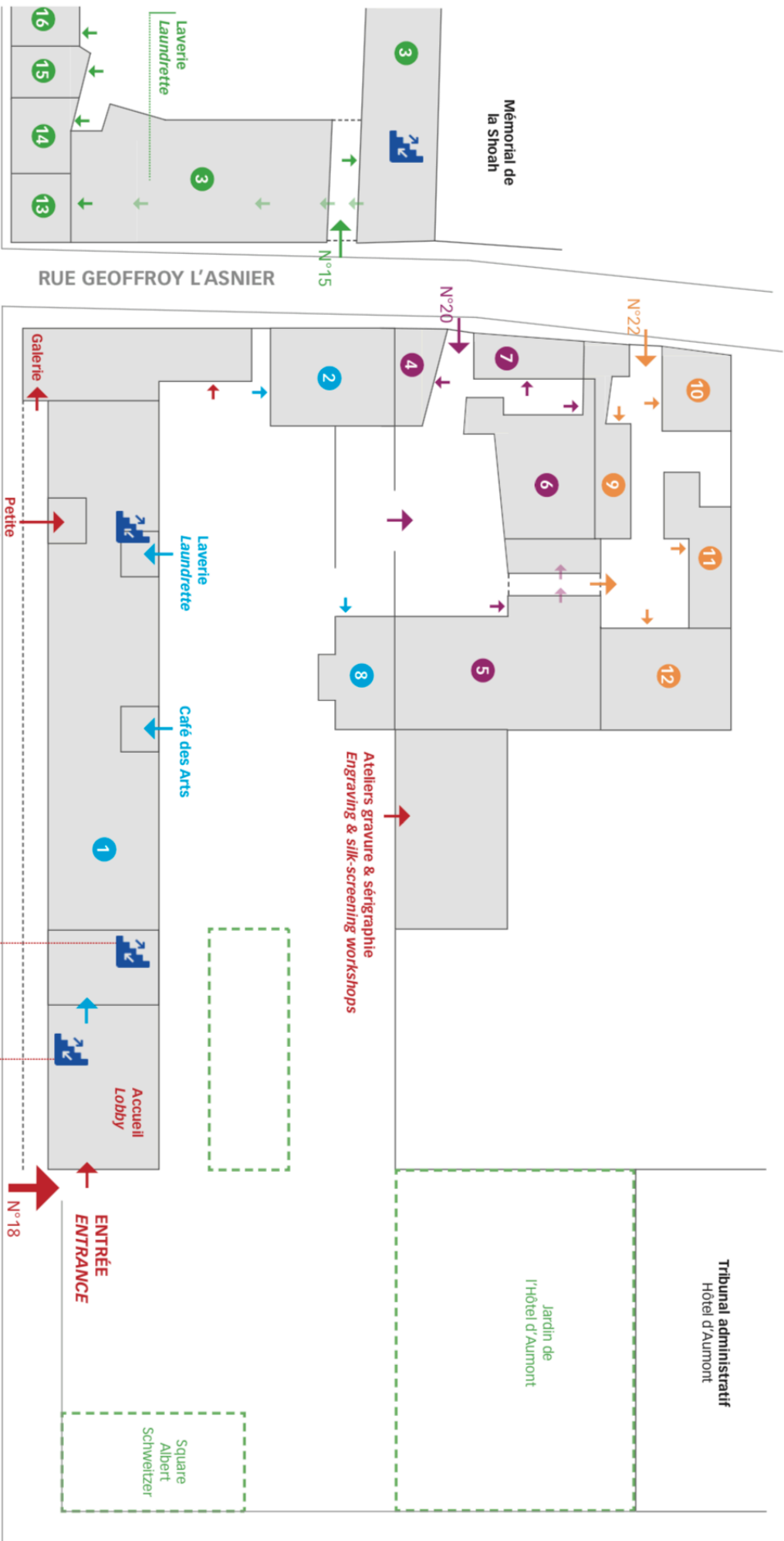
All residents can benefit from a card allowing a preferential rate for admission to most Parisian museums. To obtain your card, please contact the Reception Desk (bring a passport photo).

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<b>INTERNET</b>	<p>Residents of the Marais site have access to the wifi network. The service provider Wifirst is on hand at the Cité internationale des arts, lobby, building A, from 6 to 8 pm once at the beginning of each month.</p> <p>Internet is not provided for the resident of the Montmartre site. For any question, please refer to the reception.</p>
<b>LAUNDRY</b>	<p>Washing and drying machines are installed in several places on both sites of the Cité internationale des arts. To buy your token, you can go to the Reception Desk on the Marais site or directly in the laundry on the Montmartre site.</p> <p>Price: 1 washing token: 3 € / 1 drying token: 2 €.</p>
<b>VISITOR STAYS</b>	<p>Residents who want to invite 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.</p> <p>The extra service fee due for the guest must be paid when filing the request: 129 € for a stay from one day to one week; 233 € for a stay up to one month.</p>
<b>PARKING</b>	<p>Depending on availability, a resident may benefit from a vehicle parking slot in the basement garage. The monthly charge is 147€. For requests, contact the reception. Visitor-owned vehicles are not allowed in the garage.</p>
<b>OUTSIDE AREAS</b>	<p>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.</p>
<b>DEPARTURE</b>	<p>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.</p> <p>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.</p> <p>The deposit guarantee will be refunded in the week following departure, by bank check, bank transfer or cash. Residents must give the accounts office complete banking details, including account number, IBAN and SWIFT codes (BIC).</p> <p>Residents should leave a forwarding address at the Reception Desk, to which postal mail will be redirected for two months (for residents on the Montmartre site, please see with Laposte).</p>



**Entrée au 18 rue HV**  
 1 - Ateliers de 8001 à 8527  
 2 - Ateliers 1410-D à 1443-D  
**Entrée au 15 rue GL**  
 3 - Ateliers 1501 à 1741

**Entrée au 20 rue GL**  
 4 - Ateliers 2010-A à 2019-A  
 5 - Ateliers 2001-B à 2030-B  
 6 - Ateliers 2005-C à 2037-C  
 7 - Ateliers 2040-D à 2043-D  
 8 - Ateliers 2051-E à 2059-E

**Entrée au 22 rue GL**  
 9 - Ateliers 2201-A à 2217-A  
 10 - Ateliers 2221-B à 2224-B  
 11 - Ateliers 2231-C à 2234-C  
 12 - Ateliers 2243-D à 2245-D

**Entrée au 15 rue GL**  
 13 - Ateliers 5011 à 5053  
 14 - Ateliers 5211 à 5251 + 5401  
 15 - Ateliers 5411 à 5451  
 16 - Ateliers 5611 à 5651

Comptabilité  
Administration

Auditorium  
Studios  
Corridor



ENTRÉE  
ENTRANCE

N°18

Bibliothèque Forney  
Hôtel des Archevêques de Sens