

*Life in the Residence of Mary Immaculate, is directed towards creating a family atmosphere where harmony and an attitude of reaching out help to maintain healthy, lively relationships.*

*In order to attain this, it is necessary to have rules and regulations that the young people need to accept.*

*Both, Sisters and residents must feel called to a common task; hence the need to commit themselves to participate actively and with a sense of responsibility.*

### **Admission:**

The residence is for single women between 18 and 29 years of age. On completing 30, the young woman needs to move out of the Residence.

The minimum period of stay is four weeks and the maximum five years, after which the resident must move on.

## Requirements:

- Admission is preceded by a personal interview with the sister-in-charge of the Residence if the applicant is in the city.
- One passport size photograph.
- Photocopy of the ID or Passport of the applicant.
- Rules signed by the applicant.
- Payment of Registration Fee (**non refundable**)
- One letter of recommendation from the school, parish or work place.

**Other Requirements:** Bed linen, towels, iron, toilet paper.

## Rates:

Registration Fee	\$ 50.00
Single room with shared bath	\$ 110.00
Single room without bathroom	\$ 105.00
Parking Lot fee (weekly)	\$ 8.00
The charge for extra days is \$35 per night	

Rates quoted include breakfast and supper Monday through Friday. On Saturdays only breakfast is served, Sundays and Holidays breakfast and lunch.

**The management regrets that no exceptions or special diets can be considered**

Rent is payable weekly, in advance. Should rising costs necessitate a raise in rent, notice will be given one month in advance. Anyone who falls one month in arrears may be requested to leave.

**Absence from the Residence:**

**A.** After completing a year the resident is entitled to 50% discount once a year for example,

4 weeks out ..... amount paid is 2 weeks.

3 weeks out..... amount paid is 1  $\frac{1}{2}$  week.

2 weeks out..... ..amount paid is 1 week.

**B.** When leaving the Residence for any period of time and on emptying the room, one week's rent in advance is required. This is non-refundable but permits the Administration to reserve a room for the resident.

**C.** Should the resident desire to leave her belongings in the room during her absence, she will need to pay full rent if she does not qualify for a 50% discount

D. When leaving the residence permanently, two weeks' written notice should be given or else two weeks' rent will be charged in lieu of notice.

**Curfew:**

The Residence remains open from 6:00 am to 11:00 pm Sunday through Thursday and till 12 midnight on Fridays and Saturdays.

Should the resident require to arrive later than the hour stipulated, she will have to inform the **Sister-in-charge** as also in the case of taking a night out.

**Dining Room:**

Monday through Friday:

Breakfast: 7:00 - 7:30 am.

Supper: 6:00 - 6:30 pm.

Saturday:

Breakfast: 7:30 - 8:00 am.

Sunday & Feast Days:

Breakfast: 8:30 - 9:00 am

Lunch 1:00 - 1:30 pm

- In the dining room there is a sense of togetherness; **it is therefore important to**

**dress properly, NO SLEEPING WEAR (Pajamas, Nightgowns)**

- No crockery or cutlery may be taken to your rooms.
- Meals will be kept in Tupperware only for those who work or study during supper time.

### **Rooms:**

- For the exclusive use of the Residents.
- Anyone who does not live here may not enter the room without prior permission of the Sister-in-charge.
- Please turn on the computer, TV, CD/DVD player softly so as to avoid disturbing your companions.
- Every resident will leave her room and bathroom neat and tidy during the day and clean them at least once a week.
- The Sisters may check the room periodically for safety violations, etc. and remove any object which is not authorized to be there.
- **Any damage to floors, walls or furnishings will be charged to the occupant of the room.**
- No tacks, pins, nails or Scotch tape may be used on any surface; only masking tape may be used.

### **Telephone:**

- Telephone calls should be brief. This service is not available from 10:30 p.m. to 6:30 a.m.

### **Silence:**

- Please be silent in order to maintain an atmosphere of tranquility and peace, both of which are necessary for the rest and study of the residents.
- The volume of electronic devices as TV, CD or DVD players, laptop, etc., should be reduced at all times especially between the hours of 10:00 p.m and 8:00 a.m. The volume should be soothing, not disturbing to the residents.

### **Communication:**

- The notice board is to be used responsibly. Any messages to be displayed require the previous approval of the Sister-in-charge or of the Superior

### **Visitors:**

- No visitors will be allowed in residents' rooms or any other part of the premises

**outside the public rooms without special permission.**

- Gentlemen and other visitors may be received in the sitting room assigned to the Residents.
- Relatives may spend a night in the residence only with permission and when payment is made in advance. This same rule applies when they are invited for meals.
- All visitors are requested to leave by 11:00 pm.

### **Additional Regulations:**

- Smoking is not permitted on the premises. The Residence is a smoke-free building.
- **Fire Department regulations prohibit any method of cooking in residents' rooms.** Water for beverages and food may be heated in the appropriate places indicated by the Sisters.
- The laundry should be left clean and tidy after use.
- Health regulations forbid bare feet in public places.
- **Residents are requested to appear in public rooms, i.e. dining-room, lobby,**

**auditorium and corridors, suitably dressed.**

- The Administration is not responsible for lost articles.

## **Sanctions**

The following are motives for expelling a resident:

- Breaking rules and regulations and not living by the spirit of Centro Maria Residence.
- An attitude of discontentment and / or constant complaints.
- Disturbing the study or rest periods of your companions.
- Anything that is detrimental to the basic well-being of the Residence.

I.....HEREBY AGREE  
TO OBEY ALL THE RULES AND  
REGULATIONS OF THIS RESIDENCE.

SIGNATURE:.....

DATE:...../...../.....