

GUIDELINES FOR LIVING IN A RESIDENCE OR DORM

MEAL PLAN: Meals covered are breakfast and either lunch or dinner. Lunch is eaten between 2 and 4 p.m. Dinner is served between 8:30 and 10:00 p.m. Remember to advise ahead of time if you plan to arrive late for mealtime. You will not have kitchen privileges, and keep in mind that it is considered very bad manners to take food into your bedroom. You may ask the residence manager or kitchen staff to prepare a bag lunch for you on days when you have planned trips, but remember to give at least one day's notice before you plan to travel.

SHOWERS: You may take one a day, but please keep it short. In keeping with established Spanish schedules and out of consideration for others, showers must only be taken between 7:00 am and 11:00 pm.

ELECTRICITY: Please be aware that in Europe we are very careful of our resources. Electricity is much more expensive here than in the U.S. No lights or other appliances are to be left on when you are not using them. It is considered extremely wasteful. The electric current is 220v is used in Europe, so keep this in mind for any small appliances that you might bring. No stereo equipment is allowed.

TELEPHONE: It is highly recommended that you buy a cell phone while in Spain, as this is the only way to ensure communication while living and studying in Spain. (Sale of cell phones will be discussed during orientation.)

KEYS: Your residence will provide you with keys to the building and apartment. It is your responsibility to keep them with you at all times. If you lose the keys, it is your responsibility to pay for new locks and replacement keys for security.

LAUNDRY: You are allowed two loads of laundry per week, one light and one dark. Bed linens and towels are also washed weekly, and are provided by the residence. Any wool items should be hand-washed by you. You should take any clothing that requires special care to the dry cleaners.

VISITORS: You are not allowed visitors. It's best to arrange to meet friends in nearby cafés. If a special occasion should arise, it's important to talk it over first with your residence manager and get permission.

CONDUCT: You must do your best to maintain order and hygiene in your room. Also remember that in city apartment living, you must make an effort to keep noise levels to a minimum, especially from 10 p.m. to 10 a.m.

DAMAGES: You are financially responsible for any damages to the residence that you cause during your stay.

ABSENCES: Please give advance notice to the residence manager when you have plans to be away.