

BOOKING AND TENANT RECEPTION PROCEDURE IN THE SHORT TERM ACCOMMODATION

Block 4 Bis

65 RUE DE ST BRIEUC 35 042 RENNES CEDEX

1- BOOKING PROCEDURE

After agreement in principle by the Accommodation Service regarding availability, the reservation must be confirmed by email to the Institut Agro's Accommodation Service

Email address: heberge@agrocampus-ouest.fr

 Jeannick Jéhan, Head of the Accommodation and Catering Services Tel.: +33 (0)2-23-48-55-14

 Nathalie Hommet, assistant to the Accommodation and Catering Services Tel.: +33 (0)2-23-48-55-63

Information to be provided by the applicant in the confirmation email:

- See attached information form.

Short term accommodation is available from week 35 (with some exceptions) until week 28 of the following year.

In order not to compete with the private sector, reservations cannot exceed three months.

Please note!!! Any confirmed reservation is final, in case of partial or full cancellation of the stay, please inform the service Accommodation by email at least one week before the date of arrival; If this deadline isn't observed, the entire stay will be automatically invoiced at the current rates.

INSURANCE: for stays of more than 30 days, please provide us with an [insurance certificate covering the rental property risks \(including theft and civil liability\)](#).

STUDIO FACILITIES - Hotel services do not apply, this is a rental!!!

Each studio is fully equipped with:

- 1 bathroom, shower + WC
- 1 equipped kitchenette (electric hob - microwave - fridge - crockery - cutlery, etc.)
- 1 single bed
- 1 flat screen TV
- WiFi
- Sheets, blanket and towels provided and changed every two weeks
- *Option to have dinner and breakfast in the student restaurant*



The bathroom The kitchenette The bedroom

Equipment for cleaning your studio is available on each floor, as **the studio must be looked after throughout your stay and returned clean** on your departure

cleaning products are not provided!!!


Cleaning fee: €60 (decision of the Board of Directors, December 2018) applicable by deduction from the security deposit **or** direct billing in the event of failure to comply with the cleaning requirements

◆ **Extra people are not allowed to stay in the studio apartment during your stay for safety reasons.**

2- TENANT RECEPTION

- The tenant can collect the key and the access badge which have been left in an envelope with his or her name on it and the studio number, as well as the login and password for the WiFi connection. The envelope is placed on a table in the lobby of Block 4 Bis.

The access code to the building is **2442#**

 Unless there are special arrangements, the studios are available **from 4pm** on the day of arrival.

Tenants can receive mail during their stay (by mentioning "Pavillon de passage"), which is deposited by the accommodation service in the tray placed on the table in the lobby of the accommodation.

How to get here:

"Institut-agro.fr/rennes-angers" website → campus life → practical life → accommodation → halls of residence → link to map.

Finding Block 4 bis: (see map on previous page)

Website <https://www.institut-agro-rennes-angers.fr/campus/vie-pratique/logement> → "Pavillon de passage".

From the train station

Take the **metro** in the direction of "JF KENNEDY " - get off at République and take the C4 **bus**, towards "Grand Quartier" - get off at the "Marbeuf" stop - **cross** the road and continue to the crossroads - **cross** at the traffic lights, the school is by the **gate** - arrive via Block 1 Riffault (see map of the Institut Agro page 4).

Opening hours for the Accommodation Service: Monday to Friday: 9.00am to 12.30pm / 2.00pm to 5.45pm (except on Wednesdays, when we are closed from 13.00pm to 1.30pm)

DEPARTURE OF TENANTS

- The key **and** the badge for the studio **must be left** in the **letterbox in the lobby of Block 4 bis** on the **day of departure**.
- The studios must be vacated **by 10am** on the day of departure.

3- STUDIO RATES AND RULES

① RATES

Night	€55
Week (seven nights)	€268
Fortnight (14 nights)	€374
From the 15 th night to a full month	€483
Over a month if the stay is followed by between one and six nights	Per night: €17
Examples: from 08 April to 07 June (2 months) from 08 to 12 June departure day (5 nights)	€483 x 2 (5x€17) + €85
From 08 April to 07 June (2 months) From 08 June to 22 June (a fortnight) From 23 June to 26 June day of departure (3 nights)	€483 x 2 €374 (3x€17) + €51
From 08 April to 07 June (2 months) From 08 June to 15 June (1 week) From 16 June to 29 June day of departure (3 nights)	€483 x 2 €268 (3x€17) + €51

Anyone leaving at the weekend will be charged until Sunday evening inclusive

Payments for stays lasting one night (one week) to one week (> one month) must be made at the time of booking (Please make cheques out to the "régisseur de recettes hébergement")

→ Your cheque will only be cashed if you make a last-minute cancellation (see page 1)

➤ Indicative restaurant prices (to be paid directly at the restaurant):

- Meal: €6.84
- Breakfast: €1.28

② Restaurant opening hours Riffault Block

Breakfast: 7.30am to 8.45am

Lunch: 11.45am to 1.30pm

Dinner: 6.30pm to 8.00pm

③ PAYMENT

Payment is to be made [on arrival or at the beginning of each month](#) for stays of more than (+) one month, at the Accommodation Service (Block 10). The accepted methods of payment are credit cards, cheques and cash. A receipt can be provided on request.

If a stay is paid directly by an organisation, an **order form** from the paying organisation is required, and a receipt equivalent to an invoice will be sent to the paying organisation by the institution's financial department.

Our opening hours are as follows:

	Matin	Après-midi
Lundi	09h00 à 12h30	13h45 à 17h30
Mardi	09h00 à 12h30	13h45 à 17h30
Mercredi	09h00 à 12h30	13h45 à 17h30
Jeudi	09h00 à 12h30	13h45 à 17h30
Vendredi	09h00 à 12h30	13h45 à 17h30

Jeannick Jéhan

Head of Logistics, Facilities and
Accommodation

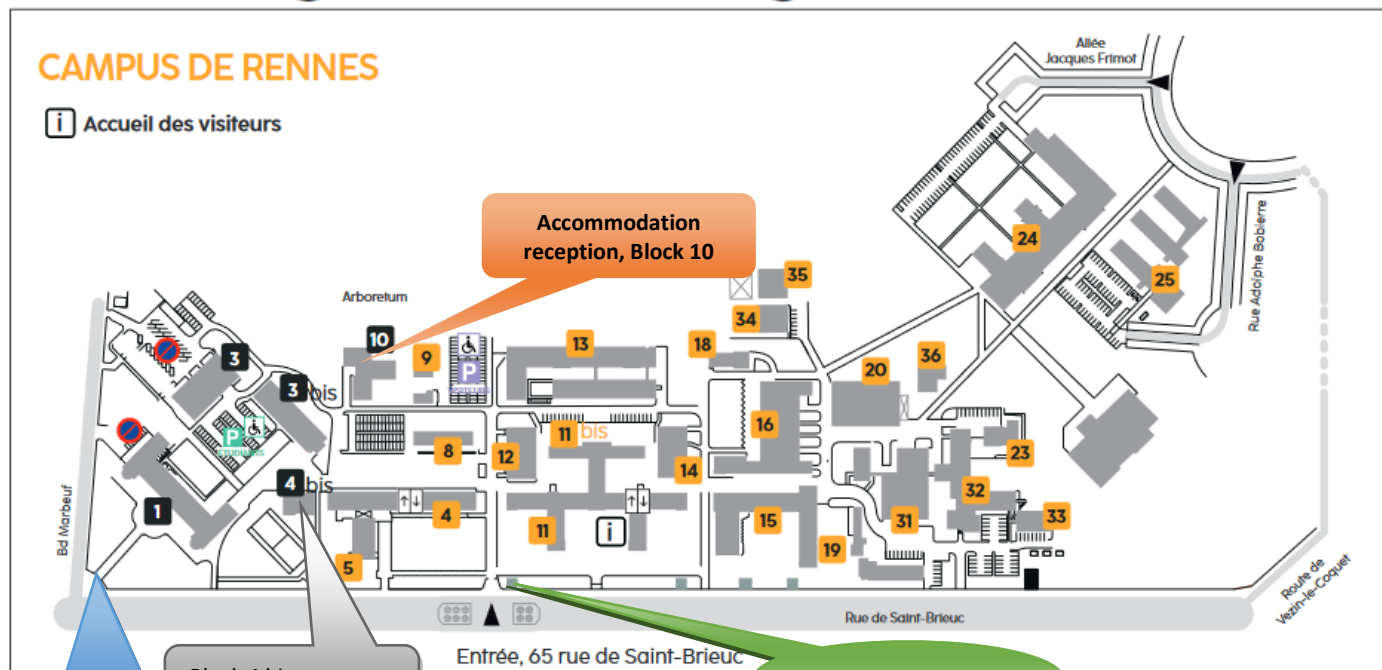
Campus map below



Institut Agro Rennes-Angers

CAMPUS DE RENNES

i Accueil des visiteurs



Accommodation reception, Block 10

Block 4 bis (Short term)

School

Pedestrian entrance through Block 1 (Riffault Block)

- 4** Bâtiment Linné
Direction des systèmes d'information - UP écologie et santé des plantes - UP écologie halieutique - Pôle halieutique, mer et littoral - Direction RH - UMR ESE - UMR BAGAP - Salles de cours
- 5** Amphithéâtre Matagrin
- 8** Bâtiment Darwin
UP agronomie et amélioration des plantes - Salles de cours
- 9** Service espaces verts
- 11** Bâtiment principal dit « La Masure »
Rez-de-jardin : Bibliothèque générale - L@ Doc - Imprimerie
Rez-de-chaussée : Accueil - Direction de la communication - Direction des formations et de la vie étudiante - Salle du Conseil - Salle de Représentation - Amphithéâtre Rieffel - Direction
1^{er} étage : Direction des affaires financières - Direction des formations et de la vie étudiante - Direction de la recherche - Direction des relations internationales - Mission d'appui au pilotage et à la stratégie - DD&RS
- 11 bis** Amphithéâtre Camille Moule
- 12** UP biochimie et nutrition
- 13** UP science du sol - UP physique et spatialisation numérique - UMR SAS
- 14** Salles de TP biotechnologie
- 15** Bâtiment Rosalind Franklin
UP sciences et productions animales - UP génétique animale - UMR PEGASE - UP microbiologie (labos de recherche) - Amphi Roux - Salle Temple Grandin
- 16** UP microbiologie - Salle de cours - Direction du patrimoine et de la logistique - Service logistique - Mission sécurité santé au travail et environnement - Dojo
- 18** UP Physique et spatialisation numérique
- 19** UMR DECOD - UE U3E (INRAE) - Pôle Migrateurs

- 20** Atelier
- 23** Pôle Alimentation - UP science des aliments et procédés industriels - Halle technologique
- 24** UP informatique - UP mathématiques appliquées - Salle d'analyse sensorielle - Salles de cours - Formation continue - Espace carrières & relations entreprises
- 25** Pavillon Louis Malassis
Pôle langues - UP économie, gestion, société - UP Sciences humaines et territoires - UMR SMART
- 31 32 33** UMR STLO
- 34** Hall écotoxicologie
- 35** Hall aquaculture
- 36** Bionov

Direction
Bâtiment 11 – rez-de-chaussée

Direction de la communication
Bâtiment 11 – rez-de-chaussée

Direction des formations et de la vie étudiante
Bâtiment 11 – rez-de-chaussée et 1^{er} étage

Direction de la recherche
Bâtiment 11 – 1^{er} étage

Direction des relations internationales
Bâtiment 11 – 1^{er} étage

Direction des partenariats professionnels
Bâtiment 24

UP : unité pédagogique / UMR : unité mixte de recherche / UE : unité expérimentale

Hébergement – restauration – sports – stationnement

- 1 Cité Riffault
Restaurant élèves/personnels
- 4 bis Pavillon des visiteurs
- 3 Gymnase
- 10 Cité 10
Service hébergement
- 3 bis Cité 3
- Ascenseur

- Stationnement étudiants uniquement
- Stationnement visiteurs uniquement
- Stationnement interdit

Service hébergement-restauration
Bâtiment 10