

### **Administration**

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## **CHARTER OF GOOD USAGE of the Elements Room**

This charter enounces general provisions for the use of this space by all actors in the community of the department.

### **Article 1 – Usage**

The Elements room is a room made available free of charge to all the actors of the community of the department community and their guests for professional meetings and gatherings, seminars, educational or training activities.

### **Article 2 – Description**

The Elements room incudes 12 rectangular tables and 48 chairs, 3 whiteboards, 1 coffee machine, 1 water boiler and 2 trash cans. The maximum reception capacity is fixed to 48 sited places.

### **Article 3 – Occupation hours**

The access to the Elements room is possible from Monday to Friday, 8:30 PM to 7:00 AM for any member of the community that has solicitated a reservation demand by e-mailing the administration of the department – [logistique.chimie@ens.psl.eu](mailto:logistique.chimie@ens.psl.eu)

### **Article 4 – Events hosting outside public**

For any specific event demand during the opening hours ( exception can be made up to 9:00 AM), the authorization demand form has to be duly completed and addressed to the direction of the department. The list of every outside guest assisting to the event has to be communicated 72 hours before the event (the form is available from the administration of the department or the intranet of the department).

### **Article 5 – Users requirements**

The members of the community that will use the Elements room have to ensure the good going of their activities **in the respect of the integrity, the cleanliness of the room, the sound level to not disturb the other users.**

For events with an external public for which an authorization has been granted by the management, the Elements room is placed under the entire responsibility of the organizer(s) who will strictly adhere to the present charter.

At the end of the various activities, the room must be left clean and put back in place in case of moving

furniture or equipment. Waste is to be left in the garbage cans provided for this purpose; please note that glass bottles must be deposited in the containers provided in the courtyard of 20 rue Lhomond.

During lunches, buffets and snacks taken on site, the users need to make sure to ventilate the room. Alcohol consumption at the ENS is regulated and juridically placed under the responsibility of the department director. No beverage other than wine, beer, cider and perry is authorized in the workplace.

It is forbidden to allow persons to enter or remain in the workplace or any other part of the School while intoxicated, under the influence of drugs or psychotropic medication (article R4228-IV).

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In addition, it is important to respect good practices such as the following :

- The total quantity of alcohol has to be limited and adapted to the number of participants
- Non-alcohol drinks have to be offered in quality and quantity. It is important to assure of their visibility and accessibility, even their highlighting.
- Snacks can also be offered. Any participant under the influence of alcohol has to be excluded and taken in charge by a sober person or the firefighters.

#### **Article 6 – Closure of the Elements room**

The closure of the Elements room is assured by the last user who will also ensure that the windows are closed and the lights turned off.

#### **Article 7 – Urgency phone numbers**

Those numbers are reminded on the display panel near the department administration, namely :  
Central security post of the ENS – Ulm site :

- ENS intern urgency number : 44 44
- Number to call from the outside or from a mobile phone : 01 44 32 37 77

Extern urgency numbers :

- Firefighters : 18
- SAMU : 15
- European urgency number : 112

In case of the calling of external rescue, it is mandatory to notify the security central post.

#### **Article 8 – Application and notification of the charter**

The present charter is displayed inside the premises and available on the intranet of the department. In case of non-compliance of the charter, the department direction allows itself to exclude any user from the Elements room, to initiate any recourse and to request the cancellation, without delay, of the authorization issued for the occupation of the Elements room.

Made in Paris, February 27<sup>th</sup> 2019

**Anne BOUTIN**  
Director of the department