



Madrid Accommodation Recommendations

Comforts of Home Apartments

Earliest Booking Date: Immediate

Cost per student (USD): \$25.13*

Amenities: High Speed wifi is included in the price, as well as utilities. A 24/7 emergency line with English speaking people. Full kitchen. The nearest subway station is only 2 minutes walking distance. Prim Sede is 20 minutes walking distance or by subway you have direct line to the center.

Location: The nearest subway station is only 2 minutes walking distance. Prim Sede is 20 minutes walking distance or by subway you have direct line to the center.

Pro's: Students will be able to save money by cooking meals at home. Students will be near the downtown and Middlebury School. Students will have access to WiFi and will not be distracted from their projects by other patrons.

Cons: There is a 630EUR deposit per apartment. There is one male student that would need to stay in a Hostel which could reduce the amount of students able to participate in the program. There is the risk that the security deposit would not be refunded in full.

Hostal Prim

Earliest Booking Date: TBD

Cost per student (USD): \$25.64*

Amenities: Full bathroom, mini-fridge, microwave, digital panoramic LCD screen TV, air-conditioning, central heating, safe, hair dryer and free Wi-Fi Internet access

Location: Hostal Prim is only a 1 minute walk from Sede Prim according to Google Maps.

Pro's: Location is very close. Complete amenities(minus kitchen). Hostel staff will be available for assistance around the clock. No deposit necessary.

Cons: There is not a kitchen. Students may have other people distracting them from their projects. The earliest booking date may not be for several weeks. *Students must be respectful of the apartments in order to ensure that the department receives their deposit back in full (we may need a safeguard i.e. Student contract).*

Final Recommendation

Since the prices are comparable and the location from the school is not over 30 minutes, I believe that the Comforts of Home Apartments would be the best choice. The price of food in Madrid can be a large expense for students and having a kitchen would go a long way towards reduce that cost. The deposit is significant, however we have approval from Carolyn Mayor to pay that amount, not out of program cost because it is a refundable deposit. With proper orientation on *apartment care* I don't foresee issues receiving the deposit back. Given that there is only one male student it would be best to allow that student and one other to stay at the Hostal Prim to help maximize participants in the program.

*Subject to currency fluctuation



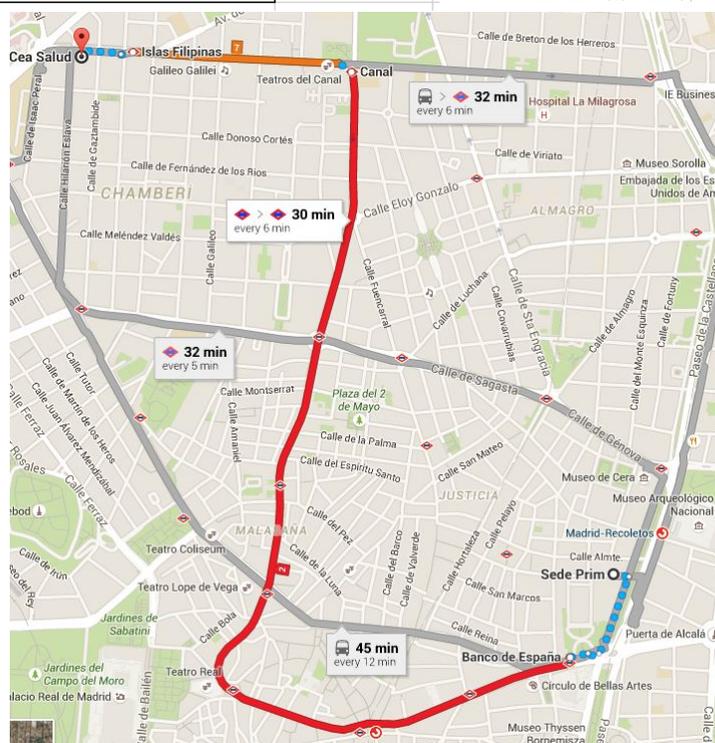
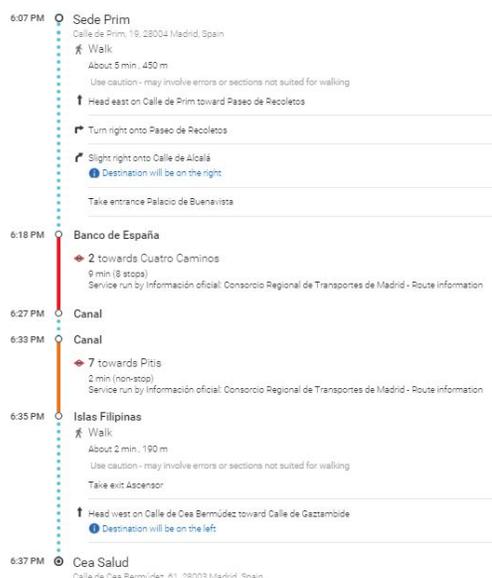
Accommodations Comparison Excel Sheet

Hotel Name	Website	Per student cost \$USD	Price Single Room EUR	Price Double Room \$USD	Price Double Room EUR	Taxes	Breakfast Included	Contact	Additional Notes	Action Needed
Hotel Regina Madrid	http://www.hotelreginamadrid.com/en/	\$ 47.47	€ 75.00	\$ 94.95	€ 85.00	Included	Included	C/ Alcalá, 19, 28014 Madrid, Spain +34 915 21 47 25 info@hotelreginamadrid.com	Air conditioning, Telephone, Satellite and pay TV, WiFi, Hairdryer, Safe, Room service, Laundry	
Hotel Lusso Infantas	http://www.hotelinfantas.com/es/	\$ 41.89	66-91	\$ 83.78	€ 75.00	Not Included	9 euro +IVA extra	C/ Infantas, 29 (Chueca), 28004 Madrid, España +34 91 521 28 28 hotelinfantas@lussohotels.com	(discounts available for Middlebury students, identify yourself as such when making reservations; prices vary depending on season, weekend rates, occupancy, etc.) VAT NOT INCLUDED Full Payment due at the time of booking (CC Only). Room and tax for the entire stay will be charged. No refund given (Rate is non-transferable). No changes or amendments allowed once booked. Room only/rate quoted excluding	
AC Recoletos Marriott	http://www.marriott.com/hotels/travel/madr-ac-hotels-recoletos/	\$ 61.44	€ 110.00	\$ 122.87	€ 110.00	Not Included	None	Calle Recoletos, 18 Madrid, 28001 Spain +34-91-4361382 Internet.customer.care@marriott.com	High Speed wifi is included in the price, as well as utilities.	Awaiting exact location of apartment: follow-up email
Comforts of Home Apartments Madrid	http://get-comfortable.com/	\$ 25.13	22.5 (Per Student)	\$ 100.53	90(4 person unit)	Included	None	c/Arenal 15 Metro Sol tel.: 91.548.0204 info@homefrancisco.com	WiFi - flat screen TV - Safe box for PC - Mini bar - Private bathroom - Hairdryer - Magnifying mirror - Heating - Air Conditioning - Wake - Bath Amenities	
Hotel Francisco I	http://homefrancisco.com/7	\$ 83.78	€ 100	\$ 167.55	€ 150.00	Included	Included	c/Prim, 15, 2a planta, Metro Chueca, Banco de España, Colón tel.: 91.521.5495 / 91.523.0333	full bathroom, mini-fridge, microwave, digital panoramic LCD screen TV, air-conditioning, central heating, safe, hair dryer and free Wi-Fi Internet access	
Hostal Prim	http://www.hostalprim.com/en/hostal-prim-habitaciones/	\$ 25.64	19.95pp	25.64pp	22.95pp	N/A	None			
			Exchange rate(1Euro=)	1.117						



Roommate Assignments

Apartment 1		
	Name	
1	Abbey Wallace	single bed*
2	Tillie Gottlieb	
3	Jack Waas	
4	Maren Haas	
Apartment 2		
	Name	
1	Julie Lucas	
2	Nicole Beck	
3	Bianca Silva	
4	Becca Sheffield	
Apartment 3		
	Name	
1	Jenna Tantillo	
2	Kaitin Sommerfeld	
3	Meredith Saba	
4	Jessica Schrader	





Apartment Housing Policy and Agreement



Comforts of Home - Housing Policy and Agreement

Madrid, Spain -2016 Academic Year

Welcome to your Apartment in Madrid

You have been assigned to an apartment in Madrid, operated by Comforts of Home (COH). All COH Apartments are regulated by city and local condominium/building ordinances, in addition to the COH and your program's housing regulations. **This document will help you understand how to comply with all City of Madrid legal ordinances and contains all procedural guidelines for which students housed by COH and are responsible.** It also provides you with information that will help you better understand how to live in a Spanish apartment and acclimate to your new home.

COH provides clean, comfortable and well-maintained shared apartments in Madrid. Your space will consist of a bed in either a shared or single bedroom, a living space with soft seating and a dining table and chairs, adequate hanging and folded storage for your clothing, at least one desk for every person, a fully-equipped kitchen (refrigerator, sink, cooktop/stove and either a self-standing oven or microwave, cooking equipment and utensils, plates, glasses and dining utensils, and washing machine) and bathroom. You will also find an iron and ironing board, a clothes-drying rack, hangers and other standard equipment.

Every student who accepts accommodation in COH housing accepts the responsibility of living in someone else's property and treating it as their own. Our housing policies are designed to protect our students and that property, and to abide by Spanish laws and university regulations.

While you are here you are an ambassador for your home country and you are expected to behave accordingly. Abiding by these policies will ensure that you fulfill this role while respecting your host country, your neighbors, and host property. We enforce these regulations strictly and



apartment occupants must agree to abide by them. By signing this document, you agree to abide by these policies and acknowledge that failure to do so can result in penalties (fines and/or loss of security deposits), and can ultimately result in forfeiture of your living accommodations and all associated fees.

General Policy

Students in Comforts of Home accommodations are expected to behave appropriately with roommates, neighbors and the community at large, in all respects. Violence or threats, sexual harassment, inappropriate behavior and loud noise are not tolerated, and will result in a warning or possibly immediate eviction. Excess noise may result in a fine or immediate eviction (**consult fine on page 7 of this document**).

Tenants are expected to treat their Madrid apartment with respect and to leave it as they found it at departure.

Tenants found in violation of this agreement may be asked to vacate the property, will not be due any refund of fees and may be responsible for administrative and legal penalties/subject to a fine.

By signing this Agreement it is the student's intention to forever relieve COH, its officers, employees, agents and volunteers, of any duty to the student and the student assumes the entire risk of any personal injury, damage, loss, harm, death, claim, medical expense and any other type of expense that might occur during or as a result of his/her use of, or presence in COH housing.

Health and Safety Policy

It is against Comforts of Home regulations to:

1. Tamper with fire or other safety equipment.
2. Possess flammable items, appliances or other property that may be considered a fire hazard in any way.
3. Smoke in any part of a Comforts of Home apartment or building including common areas such as hallways and elevators.
4. Start or cause a fire in any COH apartment or building. This includes fireplaces, which are forbidden to use and extremely dangerous.
5. Cause a false fire or safety alarm in any COH housing or building.
6. Possess weapons or items that resemble weapons.
7. Throw objects or any substance from, into, or onto COH housing windows, doors, terraces, ledges, roofs or other areas.



8. Bring unauthorized furniture into your COH apartment or building.
9. Tamper with devices and furnishings, such as windows, shutters, cranks, stops, locks, and door closing devices.
10. Install an unauthorized lock on a bedroom, bathroom, or front door.
11. Leave apartment windows and entry doors open when not present in the apartment and/or failure to lock apartment door.
12. Enter without authorization, or contribute to unauthorized entry of another individual, into COH housing. This includes fraudulent attempts (misrepresentation, using false identification, etc.), to enter or to allow another individual to enter any COH housing.

Guest Policy

No overnight guests are allowed. We are happy to provide recommendations for inexpensive nearby hotels and/or hostels for visiting friends and family members.

Administrative Policy

You may not:

1. Move to another apartment or housing facility without authorization.
2. Occupy a housing space assigned to another resident.
3. Sublet a COH room, suite or apartment, or allowing an individual to reside in COH housing without authorization.
4. Fail to properly complete and comply with the check-in/out procedure.
5. Modify or paint any room in your apartment.
6. Hang posters or other photographs using tape, nails and/or tacks that can damage walls.

Loss of Keys or Magnetic “Bips” will result in a 50 euro administrative fee, plus the actual cost of the replacement item (key and/or bip).

Replacing Locks: In the case of a lock-out or any other situation that you have caused to require the use of a locksmith (such as inserting objects into doors, breaking doors or locks), you will be charged a) the full cost of the locksmith (this can be very expensive if we need to replace a lock), plus b) all costs of replacement items (locks, doors, keys). As Spanish locksmiths are notoriously expensive, please do not call one on your own.

After Hours Lock-outs: For lock-out calls that come in after working hours, students will be charged a 200 euro administrative fee plus any costs incurred for opening their door (locksmith



and all related costs).

Key Return at Check-out: If you do not return your key at check-out the penalty is 50 euro plus the costs of the replacement key and/or electronic bip.

Damages: Students are responsible for any damages in their apartments. In case the responsible party is not identified, all apartment residents will be charged in equal amounts for the total damage. BE SURE YOU CAREFULLY FILL OUT THE HOUSING DAMAGE REPORT FORMS UPON YOUR ARRIVAL, making note of any damages you see. **Always immediately notify COMFORTS OF HOME of damages that occurs during your stay.**

Utilities: Act in a responsible manner with regard to the use of electricity and gas in your apartment. Unreasonable gas and electric bills may result in additional cost to the residents of an apartment. Students are provided a utilities allowance of 50 euro per student, per month, which is generally adequate for normal living conditions. Utilities in Spain are VERY EXPENSIVE, and 50 euro presumes you will use electricity, hot water and gas MUCH MORE SPARINGLY than you would normally in the United States. All apartment meters will be read after one month for information purposes. Students will be responsible for utility charges (divided equally amongst apartment occupants) for charges exceeding 50 euro / month / student. TURN OFF ALL LIGHTS WHEN LEAVING YOUR APARTMENT.

Tenant configuration in an apartment: COH reserves the right, for necessary maintenance, interpersonal relations or other reasons, to change the tenant configuration of an apartment during the course of the academic year.

Community Standards Policy

The following behavior is in violation of Comforts of Home regulations:

1. Disorderly, disruptive, or aggressive behavior that interferes with the general comfort, safety, security, health and/or welfare of the COH community.
2. Behaving in a way that causes annoyance to neighbors. (As noise in many apartments can be heard clearly in adjacent apartments ((above and below)), students are specifically cautioned against slamming doors, and wearing high-heel and other hard-soled shoes while at home.)
3. Hanging, displaying or leaving personal items such as clothes or food items outside of your apartment, on balconies, or any other place that may be visually disturbing to your neighbors.
4. Use of illegal drugs and/or use of alcohol.
5. Harassment or abusive behavior toward another individual or group by any means (including electronic), for any reason.



6. Physical violence (actual or threatened) against any individual or group.
7. Engaging in, or threatening to engage in, any other behavior that endangers the health or safety of another person, group or oneself.
8. Vandalism or damage to personal or apartment property.
9. Theft or unauthorized use or possession of personal or COH property.
10. Excessive noise as defined by Madrid city ordinances or the COH noise policy.
9. Failure to maintain acceptable standards of personal hygiene or room / apartment cleanliness to the extent that such failure interferes with the general comfort, safety, security, health or welfare of a member or members of the COH community.
10. Keeping or caring for pets or animals in COH housing.
11. Unauthorized solicitation, recruitment for membership, subscription, polling, posting, canvassing or commercial sale of products, services or tickets in COH housing.
12. Smoking in any part of the COH apartment or building.
13. Conducting any business for profit in COH housing.
14. Exhibiting or affixing any unauthorized sign, advertisement, notice or other lettering, flags or banners, that are inscribed, painted or affixed to any part of the outside of a building or the inside of a building.
15. Attaching or hanging any projections (including television dishes or antennas, awnings, etc.) to the outside walls or windows of COH housing.
16. Gambling in COH housing.
17. **Using internet connectivity in an illegal manner.** (Downloading and/or torrenting protected, copy written material in Spain is a criminal offense; your internet provider may terminate your apartment's internet service as a result of such behavior. We will not be able to restart this service in the event of such an occurrence, thus affecting the ability of you and your apartment- mates to access the internet.)

Cleanliness and Hygiene Policy

All COH apartments have been cleaned and checked before your move-in. If there are any inadequacies you must inform us within 48 hours of check-in using the provided forms.

You are responsible for keeping your apartment hygienic and clean during the term, even if you receive COH'S Cleaning Services.



1. Do not leave any kind of garbage inside or outside the apartment. Garbage must be collected and bags must regularly be thrown into the property's garbage collection bins, usually located within your building's courtyard or on every street.
2. Every month, COH will inspect your apartment for cleanliness, as well as to ensure that excess electricity is not being consumed. If we determine your apartment is being maintained in a non-hygienic or substandard manner, COH may opt to a) warn the residents or b) provide cleaning at its own initiative (for which it will bill the students the cost of cleaning and an administrative fee). If your apartment is found in an unacceptable condition a second time the costs of cleaning, administrative fee, and a fine will be levied for each resident of the apartment for lack of cleanliness/hygiene (fine chart listed on pg. 7).
3. Specifically, be sure to clean your oven and stove (and stove-top) after use. Leaving oven and stove dirty will ruin them and you will receive a fine and/or lose a portion or even all of your security deposits.
4. If students find bed bugs in their apartment more than 48 hours after their arrival, they will be held responsible for any fumigation / extermination fees (beginning at 300 – 400 euros per student). COH inspects every apartment and makes certain they are free of bedbugs before your arrival. Therefore if bedbugs are found in the apartment after 48 hours of check-in, it is because students have brought them into the apartment. For a list of tips on how to avoid bedbugs, please consult with our student services team.

Maintenance Policy

COH provides maintenance service for your apartment and is responsible for repairing the things that go wrong, and, we'll fix them as soon as possible. However, you're living independently in an apartment, and as such you're responsible for a number of items. **Here's a list of things that we're not responsible for (and that you'll need to do on your own):**

1. Purchasing garbage bags and other routine cleaning supplies
2. Removing garbage bags and spoiled food on a regular basis
3. Cleaning your dirty pots, pans and dishes
4. Keeping your apartment clean and tidy.
5. Purchasing toilet paper and other personal items.
6. Airing out your apartment frequently, while you are at home.
7. Clearing your kitchen and drains and preventing blockage/back-up (we do not have garbage disposals in Spain).
8. Monitoring what goes down your toilets, never disposing of anything other than toilet paper.

In order to report a standard maintenance item, YOU MUST send an email to sterzic@get-comfortable.com. We review all maintenance requests daily during our office hours, and we'll respond within 48 working hours of our receiving yours. We can generally take care of most maintenance issues within two or three working days. Remember, though, that you're living in a country where Customer Service does not mean 24 hour availability of repair people. Nonetheless, we'll keep you informed as to the progress we're making.



You are not required to be in the apartment during maintenance issues. We maintain keys to all apartments. COH reserves the right to enter any apartment with or without notice, though we do attempt to set-up visits and repairs with adequate notice.

EMERGENCIES:

We are available 24 hours a day for “Real Emergencies”. “Real Emergencies” are: Fire, Flood, Gas Leak, Break-in (or any time that the police are in your apartment).

If you have a “Real Emergency”, TAKE THE FOLLOWING STEPS:

1. Call the police, fire brigade or other relevant authority (DO THIS FIRST) by dialing 091 from Spanish phone for the police or 080 for the fire department.
2. Call your COMFORTS OF HOME Emergency Number: +34 628 34 02 51

Penalties for Housing Policy Violations

Should any student violate any of the housing policies established by COH, the student will be notified via their email account of the violation and a procedure will ensue to sanction the student. If a student violates any of the aforementioned rules and regulations the following penalties will apply:

- Should this violation fall under the jurisdiction of maintenance of the apartment, its furniture, or other physical object related to the rental of the apartment, the violation will be handled by the COH Administrative Staff and **may result is a warning and/or a FINE (see fine table page 7).**
- Should the violation fall under the jurisdiction of student conduct and behavior towards other students, violence, harassment, or other such issues, the violation may be referred to the direction of your academic program.

In both cases, either the COH Administrative Staff or personnel from your academic program will inform the other party of the violation or the sanction associated. COH’s administrative sanction procedure is as follows:

1. For a first violation, an assessment of the violation and solutions will be discussed and documented. A warning may be issued, which can lead to the removal of partial or total housing privileges, FINES, or in extreme cases a permanent eviction. Fines and/or damage repair amounts to apartments must be paid immediately and according to the fine chart on page 7 of this document.
2. In the case of additional violations, student(s) will receive a 2nd warning. The severity of the violation will be discussed and documented. Penalty will be determined by the severity of the violation, up to removal from the apartment without refund of fees. Any damage, repair, or fine must be paid immediately by those responsible.
3. A third violation is grounds for immediate removal from COH housing. The student(s) will be notified that any additional violations will result in their removal from COH housing. Any



damage, repair or fine must be paid immediately by those responsible.

4. Please note: Physical / verbal abuse is NEVER tolerated in COH housing and will result in immediate removal from housing.
5. THERE WILL BE NO REFUNDS FOR LOSS OF HOUSING/EVICTION DUE TO VIOLATIONS. The student will be given 24 hours to evacuate their housing. THERE ARE NO EXCEPTIONS. All expenses related to dismissal and/or forfeiture of housing are the sole responsibility of the student.

The following table summarizes the FINES associated with COH Housing violations. Fines are levied either per person or per apartment, during the term or after check-out, as indicated below.

<u>VIOLATION DURING TERM</u>	<u>FINE: LEVIED DURING TERM</u>
Repeated warnings from building personnel of hanging items from windows/balconies or placing/leaving items in hallways (trash, shoes or any other item)	€ 50 (per apartment per offense)
Trash not thrown out daily (accumulation of trash)	€ 50 (per apartment per offense)
Failure to correct a false or no longer relevant maintenance report	€ 50 (per person, plus cost of sending personnel, per offense)
Placing living room and bedroom furniture, mattresses, sofa cushions etc. on balconies or in hallways or outside	€ 100 (per apartment per offense)
Modifying or tampering with routers, internet or telephone outlets and/or modems	€ 100 (per apartment, plus any costs incurred)
Clogging plumbing – toilets, drains or sinks with food items or items that do not belong in pipes or plumbing.	€ 100 (per apartment, plus any costs incurred, per offense)
Non-hygienic/substandard apartment condition: If COH determines, after first warning/first imposed cleaning, an apartment is continuing to be being maintained in a non-hygienic or substandard manner	€ 50 (per person, per apartment, plus the cost of cleaning and administration)
Loss of a key or electronic bip during semester	€ 50 (per person, plus costs of replacement). An after hour lockout will incur a €200 euro charge
<u>VIOLATION AT DEPARTURE</u>	<u>FINE: LEVIED AFTER CHECK-OUT</u>



Failure to follow checkout procedures (noted in “check-out policy” below.	€ 200 (per person, plus any damages to apartment including ruined/destroyed property)
Failure to return key at check-out.	€ 50 (per person, plus costs of replacement)
Failure to clean oven and stove (stove-top), leaving them dirty	€ 100 (per apartment plus any replacement costs)
Ruined or lost linens.	€ 75 (per person)

Please note: Students are responsible for paying for all fines and for all housing damages incurred during a term. Fees for fines or damages must be paid directly to your program office within 48 hours (Monday – Friday) of receiving notice. Unpaid fees will result in account holds and delay the release of official transcripts.

Financial Policies

All required payments under this agreement are due by the date specified on our website and/or other method of communication. Students are responsible for understanding these deadlines, and COH will not necessarily issue reminders. Late payments are subject to a Late Payment Processing Fee of euro 100.00 per occurrence, plus interest of 1 1/2% per month on the unpaid amount. Failure to make payments may result in combined administrative action by COH and your academic program, which may include legal collections procedures, and/or the delayed release of academic records, or other sanctions.

As noted above, students are responsible for living within their utilities allowance. Unless otherwise agreed, any overages will be divided amongst all apartment residents equally. Please be aware of your use of electricity and gas, and always turn off lights when you leave a room or the apartment.

All damages, including that to walls, floors, furnishings and equipment, are also the residents’ responsibility and will be assessed independently of any fines levied (as shown in the chart on page 7). To the extent possible we’ll assess these damages with you during our check-out procedure. If we are unable to determine which student is responsible for specific damage, the damage charges will be shared by all apartment (or bedroom, as the case may be) residents, equally.

All fine notices, for fines to be levied during the term, will be sent to the individual student via their personal email. Fees must be paid directly to COMFORTS OF HOME, within 48 hours (Monday – Friday) of receiving the fine notice. For fines levied after check-out, students will be charged through COMFORTS OF HOME channels post-departure.

Check-out Policy:

Your apartment must be left clean and as you found it. The below measures must be taken before you leave your apartment.

- Clean your apartment prior to departure: remove trash, clean bathroom, kitchen and



common areas.

- Empty cupboards and refrigerator, clearing of all personal items and food, and remove them from your apartment.
- All sheets and linens should be stripped from beds and left on beds
- All personal belongings must be removed from the apartment.
- All furniture must be left as you found it.
- All keys must be left in apartment on your dining room table in an envelope with your name on it, at check out (extra fine for lost keys or failure to return keys will apply; see fine chart on page 7).
- If there are broken items or damages to the apartment, these must be reported to COH.

Not following check-out procedures is considered a check-out violation and will result in a fine (as listed in the fine chart on page 7).

Housing Agreement January 2016

I, (name) _____, the undersigned, herewith accept the terms and conditions of Comforts of Home's Housing Policy, as stated above.

Date _____ Signed _____