


Student Name:			
Accommodation Name:	Atlas Residence - Rathmines	Room: Bed:	

Welcome to the **Atlas** Residence!

Accommodation Guidelines

The below regulations are designed to help all students have a safe and enjoyable stay in the Atlas Residence. We ask all our students to be respectful and to take these guidelines seriously.

Atlas has a commitment to diversity. We strive to create an environment in which all people — regardless of gender, sexual orientation, political orientation, physical disability, ethnicity, economic level, age, or religion — can feel comfortable and thrive. Atlas does not tolerate emotional or physical abuse of any individual.

Smoking/Vaping

Smoking and Vaping is **NOT** allowed anywhere inside the Atlas Residence. Any evidence of people smoking/vaping, or whoever will be caught smoking inside the Atlas Residence will be asked to leave the Atlas Residence and pay a **€100 fine**. Do not touch the smoke detectors in the residence. Any student who interferes with the smoke detectors or any other fire safety equipment will be evicted from the Atlas Residence and **fined €100**.

Alcohol

In Ireland you are not allowed to buy or or consume alcohol if you are younger than 18 years of age. If you are over 18 years, please drink alcohol in moderation, responsibly or not at all. Bars and restaurants offer a variety of non-alcoholic options. Drinking in public is illegal in Ireland. If anyone is found drinking alcohol excessively in the Atlas Residence, they may be asked to leave the residence.

Drugs

If you are found in possession of any illegal drugs/substances during your stay in Ireland, you will face possible legal action and/or deportation. Any student found with drugs will be reported to the police and asked to leave the Atlas Residence immediately.

Parties & Large Gatherings

Parties and gatherings are **NOT** allowed at any time in the residence. Dublin is a very lively city with many venues outside the Atlas Residence for nightlife and social gatherings. Anyone found breaking the rules will be charged a €100 fine and asked to leave the Atlas Residence.

Violence, Bullying and Harassment

In Ireland it is illegal to carry any sort of weapons, e.g. knives. Aggressive and/or violent behaviour of any kind (including bullying and harassment of any kind) will not be tolerated. Legal action will be taken, and you may be asked to leave the Atlas Residence.

Guests

Guests are **NOT** allowed inside the Atlas Residence at any time. Only students living in the residence are allowed to stay. You may be asked to show your ID to verify you are an Atlas resident. Any students found hosting a guest will be asked to leave the residence and will be fined **€100**.

Guests are only permitted to be in the common room on the ground floor until **10:00pm**. **All guests must sign in at the reception desk and sign out when leaving**. Under no circumstance may a guest enter the upper bedroom floors of the residence or the canteen. Failure to comply will result in the guest being asked to leave followed by a **€100** fine for the resident.

Noise & Disturbance

Please keep the noise level (including music) down to a minimum, both inside and outside the building, between the hours of 10.30pm and 8.00am. Please keep the noise down and show consideration for the other residents. Failure to do so may result in you being charged a €100 fine and asked to leave the Atlas Residence. If you witness loud noise please call, text or whatsapp the emergency number to report this to reception (+353 83 118 1593).

Water/Electricity

Water - Please do not leave the water running when you are not using it.

Electricity - Always turn off lights, chargers and any other electrical equipment when not in use and particularly when you leave the room.

Main Entrance Doors and Windows

Main entrance doors must be kept closed at all times. Please respect the security of the Atlas Residence and of the other residents. Additionally, make sure that windows are locked when leaving the room.

Key Cards and Residence Access

All residents are given key cards to access their rooms. These must not be shared with non-Atlas residents. Access to the Atlas Residence is strictly for Atlas residents only and access must not be shared with non-Atlas residents.

Electric Scooters and Bikes

Storage of electric scooters or bikes inside resident rooms is strictly prohibited for fire safety reasons. Residents must use the designated parking stations provided inside or outside the building. Metal bike racks are available in these areas, and it is the responsibility of residents to properly secure their personal belongings.

Staff Access to Rooms

Atlas staff/maintenance members are allowed to access your room during daytime hours to check that the premises are kept in good condition, and the accommodation guidelines are being respected. Notice will be given where possible. We reserve the right for unannounced spot checks.

Cleaning

Common areas, floors of bedrooms and bathrooms are cleaned, however, please tidy up after yourself and keep your room tidy. Access to the canteen is not permitted between 10:30 - 12:00 for deep cleaning.

Canteen Etiquette and Storing Food

There are communal refrigerators and freezers for storing small amounts of food. We ask that you store your food in an airtight container and label it with your room number, name and date entered. Please consume all cooked foods within 24hrs. Our staff clean the refrigerators daily and will bin any unlabeled and/or expired food.

Foods that carry strong or unpleasant odors are not permitted to be prepared and consumed in the canteen. The appliances are only to be used with basic authorised foods. Please note that the Residence is a multicultural environment and, although we encourage sharing customs and culinary traditions, we kindly ask to refrain from practices that may cause a nuisance to other residents using the common spaces.

Cooking & Microwave Use

The Atlas Residence provides breakfast and dinner and is **not** a self-catering residence. Cooking facilities are not available for residents. For health and safety reasons, cooking is strictly prohibited in bedrooms or elsewhere in the residence. Cooking devices, such as portable stoves, are not permitted and will be removed if found.

Microwaves are provided for the purpose of reheating food only, not for cooking. They should be used solely with authorised food, and heating food for an extended period of time (more than 10 minutes at once) is not permitted. To ensure fairness, please use only one microwave at a time if other residents are waiting.

Proper Attire in Shared Spaces

Residents are expected to wear appropriate clothing while using shared spaces within the residence. Pajamas or clothing that is excessively revealing is not permitted in the canteen or common areas. This is to ensure a respectful and comfortable environment for everyone.

No Storage of Personal Items in the Corridors and Common areas.

Shoes, clothing, or any personal belongings must not be stored in the corridors outside the rooms. Similarly, residents should avoid leaving personal items in toilets, showers, or other common spaces. Any items left in these areas may be removed by staff during cleaning to maintain hygiene and accessibility for all.

Laundry Room Guidelines

Residents are expected to use the laundry rooms responsibly. Personal items belonging to others must not be removed from washing machines or dryers without authorisation. Residents must refrain from washing shoes or heavy items and ensure pockets are emptied before using the machines. Laundry should be collected promptly after the washing/drying cycles end, as uncollected items may be removed by staff after 30 minutes to make the machine available to other residents. The laundry rooms must be kept clean, and any issues with the machines should be reported to reception. Machines should not be overloaded to avoid damage.

Drying of Clothes

For health and safety reasons, drying or hanging wet clothes inside bedrooms or other areas of the residence is not permitted. Doing so can cause mold growth and damage to the property. Residents should use the dryers provided in the laundry room.

Cooking

The Atlas Residence provides breakfast and dinner and is **not** a self-catering residence. Cooking facilities are not available for residents. For health and safety reasons, cooking is strictly prohibited in bedrooms or elsewhere in the residence. Cooking devices, such as portable stoves, are not permitted and will be removed if found.

Damage, Loss or Injury

Atlas is not responsible for any damage or loss of personal belongings on the premises. Items should be kept locked away in your luggage if possible. If requested, we can securely store valuables in a safe for you. Atlas cannot be held liable for any personal injury to any student in the residence. Any damage to the Atlas Residence caused by a student is charged to the student who caused the damage. If damages are discovered after the student's departure, the student will be billed separately.

Do not hang or stick anything to the internal or external walls of the property. Please report any damage/breakages to the Residence reception as soon as possible.

Check-Out & Departure

Check-out time is 10am in the morning of your departure. Please return your key card to reception. If you leave after 10am you can stay in the communal area of the Residence until your departure.

Please ensure that your rooms are maintained in an orderly condition upon check-out and that all personal items are removed. Should the room not be returned in a satisfactory condition, including but not limited to untidiness, debris on the floor, or missing towels or bed linen, a supplementary cleaning fee of €50 will be charged. Damaged items will be charged extra.

During busy periods you may be asked to change rooms during your stay if required. We will try to keep any inconveniences to a minimum.

Early Check-Out / Cancellation

If you leave the Residence early, before your scheduled check-out date, there are no refunds for the outstanding nights. All residence fees are non-refundable after arrival.

Airport Transfer

If you have booked a transfer with the school, you will be collected from your accommodation 3 hours before your flight departure time. If you require more information about this, please ask at the Accommodation Team at the school.

**If you are asked to leave the Atlas Residence due to misconduct there will be no refund for your accommodation.*

**Please make any requests/comments regarding your stay during office hours:
Monday - Friday 09:00 - 17:30: +353 1 478 2845**

In case of an emergency (only emergencies) outside these hours, please call + 353 83 118 1593.

Declaration

I confirm that:

1. I have read and understood the guidelines above and agree to follow the accommodation rules.
2. I understand that if I break any of the rules, I will be asked to leave the Atlas Residence immediately.
3. I understand that I will be fined **€100** and asked to leave the residence if I host non-residence guests or if I smoke/vape inside the residence building.
4. I will take care of the room, residence items and appliances. If they get damaged or lost, I will cover the cost for their replacement.
5. I have received the electronic key card for my room and understand that I am responsible for the key and cannot share the key with anyone.
6. I understand that there is a replacement charge of **€10**. In the event of theft, loss or damage to the card I must report this immediately.

Name of Student: _____

Signature: _____

Date: _____