



# WELCOME!

Our school, BCNLIP Language School, is honored to welcome you to the city of Barcelona and your apartment. We are here to help you and make your studies and stay with us as easy and comfortable as possible. Don't hesitate to report any problems you may have; we will be happy to help. Below, you will find some general information you need to know.

## SERVICES INCLUDED IN THE PRICE

- Cleaning of common areas (courtesy)<sup>1</sup>
- Maintenance and repairs
- Water, electricity and Wi-Fi included
- Community fees
- Laundry twice a week
- The price does not include toilet paper, soap or cleaning products.
- Contact numbers: +34670866296 (ADAM) / +34622504043 (EUGENIA)

### Important note:

If your reservation is for at least 4 months and you wish to move into the apartment, you must confirm your stay on the day of your arrival and pay a €40 deposit, which is not included in the aforementioned services. Don't forget the €500 deposit, which is refundable 2 to 3 months after your departure.

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<sup>1</sup>\* Cleaning of common areas is a courtesy of the school. Please note that everyone living in the apartment must also organize their efforts to keep the spaces clean, as well as each room.



## RULES AND DEPOSIT

- Do not bring guests without prior notice and authorization from the school.
- Guests will be charged €20 per night.
- Do not use common areas (kitchen or shower) after 11:00 p.m.
- Use light and water carefully: turn off the taps, do not shower more than twice a day, turn off the light when leaving the room
- No smoking or drinking in the apartment
- Do not throw objects out of the window
- Do not make noise on the stairs
- Take care of school belongings, including furniture and utensils
- Keep the floor clean
- Avoid conflicts with your roommates. If you have any problems, please let us know.
- Always keep in mind that you share the apartment with other people, so you should make reasonable use of the common areas and appliances:
  - The washing machine is used up to twice a week, always on the quick cycle.
  - Always try to cook dishes that don't take long to prepare. Also, for fire prevention, it's essential that you stay close to the stove while a pot is on the stove.
- If there are shifts in your apartment for purchasing common products, always respect your turn.
- If you go to the beach, shower at the beach before going home.
- No parties. It's prohibited, and neighbors can call the police.
- Take out the trash when it's your turn (always between 8:00 p.m. and 10:00 p.m. to avoid fines from the city council), according to the list available in the apartment's WhatsApp group, and leave the common areas clean after use (wash, dry and put away dishes, clean the sink, don't litter)
- **Use light and water responsibly:**
  - Do not leave taps running.
  - Do not shower more than twice a day.
  - Turn off the lights when you are not in the room.
  - Any excessive increase in bills will be deducted from your account.

### IMPORTANT

- Failure to comply with these rules will result in a deduction from the deposit. Depending on the severity of the violation, it could result in the student being expelled from the accommodation and/or the school.
- The Wi-Fi password is in the WhatsApp group description.



- If you arrive very late in Barcelona and check in after 10:00 PM, you must pay a €30 supplement to the person who greets you. If you arrive after midnight, the fee will be €50.

Complete list of rules:





## WHO TO CONTACT?

The person in charge of the accommodation is Adam. He works at the BCNLIP school located in the Gothic Quarter, Plaza del Duque de Medinaceli, 6, Barcelona, as shown on the map. His work hours are Monday to Thursday, from 2:00 p.m. to 9:00 p.m.

If you have any questions regarding your accommodation choice or any aspect of your reservation, please feel free to speak to him in person or contact him via WhatsApp at +34 670 86 62 96.

Additionally, there is a deputy manager for this apartment; you can find them in the description of your apartment's WhatsApp group. This person ensures compliance with the rules and maintains the apartment's order. You can also contact this person if necessary.

If your request to contact us is related to apartment maintenance, please submit it to the WhatsApp group chat. However, if it's an urgent matter, such as a flood in the apartment, a power outage, or any other urgent issue, you can call Adam directly at the number mentioned above. Alternatively, you can contact Eugenia, who is in charge of the apartment maintenance, at +34 622 50 40 43.

If your question is related to your course, class, or your studies at the school in general, we recommend contacting the school by email at [info@bcnlip.com](mailto:info@bcnlip.com) or via WhatsApp at +34 933 186 591. Near the apartment, you'll find the center on Avinyó Street and its classrooms on Comtessa de Sobradriel Street and in Duc de Medinaceli Square. Below are the addresses:

- C/ Avignon 50
- C/ Countess of Sobradriel 4
- Duke of Medinaceli Square 6



## IMPORTANT DATA

### About the school:

Our school, BCNLIP Language School, has a center and several classrooms located in the Gothic Quarter. Therefore, if your arrival is scheduled for any day of the week, the meeting point will be at our school located on Avinyó Street. The school is closed on weekends, so the meeting point will be in front of the school. Below is the address and how to get there.

**Address:**

Carrer Avinyó, 50, Barrio Gótico  
Monday to Friday / 9:30 AM - 9:00 PM

### How to get there by metro:

Line 3: Drassanes or Liceu stations Line 4: Jaume I station

**Map:**



## Emergency numbers



Police and ambulance: 112

Firefighters: 080

CatSalut: 060

Taxi: Cabify app

### **Medical Center – CAP Gòtic**

Passage of the Peace, no 1

Telephone: 933 43 61 40

## **What to do in Barcelona?**

Visit our websites and social media for information about activities the school participates in or activities we recommend.

[www.instagram.com/bcnlip](https://www.instagram.com/bcnlip)

You can also find many activities in Barcelona on these websites: [www.timeoutbarcelona.es](http://www.timeoutbarcelona.es)

[www.bcn.cat/es](http://www.bcn.cat/es)

[www.barcelona-metropolitan.com](http://www.barcelona-metropolitan.com)

## **Nearby supermarkets**

Day Market – C/Countess of Sobradriel, no 3

Superservis – C/Avinyó, nº 11-13

## **More useful information**



- **The SIM card:** If you go to Plaça Catalunya, you'll find Vodafone and Orange stores, both affordable options for good internet service.
- **Stores:** Right on Plaça Catalunya, you'll also find all the stores you need for food, clothing, electronics, and more, including specialty markets like Primor (cosmetics and hygiene products), MediaMarkt (electronics), Leroy (furniture and home decor), and Primark, Lefties, Pull & Bear, and Bershka (clothing). For groceries, you can visit Mercadona, Carrefour, Lidl, Día, and Alcampo, among others. Or find all-in-one stores, like the El Corte Inglés shopping center.
- **Subway card:** Since the metro and buses are the main modes of transportation, it's recommended to get your metro card at any underground metro station. If you're under 30, you can get the T-Joven card, which costs €44 for unlimited use for 90 days. You can get this card at larger stations, such as the Plaza Cataluña station, at their office, where you'll need to confirm that you live in Barcelona with your municipal registration.

## How to act in case of fire?

- Knowing what to do in the event of a home fire is essential to avoiding tragedy. In the event of a fire, the first thing to do is remain calm. Only then will it be possible to assess the situation and make the most appropriate decisions.
- In the event of a small fire, you need to know what to do to prevent it from spreading. However, there are some things you should be prepared for, such as having a fire extinguisher or knowing where they are (it's near this cork). A fire extinguisher can be the difference between a scare and a tragedy.
- In any case, if a fire breaks out, keep the following in mind:
  - If possible, turn off the power.
  - If possible, remove combustible and flammable items from near the fire (wood, plastic, etc.).
  - Use the fire extinguisher only if the fire is small and controllable, always positioning yourself between the fire and an escape route, in case it spreads.
  - Don't use water when it could reach electrical installations or when flammable liquids, such as oil or gasoline, are involved. Instead, whenever possible, use cloths or blankets, preferably dampened and wrung out before throwing them on the fire.







In the event of a large fire, remain calm despite the distressing situation and follow these instructions carefully:



**1. Safe Evacuation:**

- Immediately alert your roommates and evacuate the place together.
- Closing all the doors behind you as you leave to help contain the fire.
- Use the stairs to get to the street .Do not ride or use the elevator under any circumstances.



**2. If You Get Trapped:**

- If evacuation is not possible and the fire breaks through doors, seek shelter in the outside window the balcony nearest to signal your location and access fresh air.
- Wear or cover with clothes the wet sheets to minimize the risk of burns.



**3. Request Help:**

- Call immediately 112 to contact emergency services.
- Inform the school by calling Adam (+34 691 39 56 23) and Sofia (+34 657 51 51 52) — These numbers should be used strictly for emergencies.
- If anyone is still inside or their situation is unknown (for example, their door was locked and they didn't respond to warnings), please inform us immediately. We'll provide firefighters with a spare key so they can check if anyone is inside the building.

Your safety is our top priority. Follow these guidelines to ensure the best possible outcome in the event of an emergency. Additionally, to prevent risky situations, we ask that you avoid the following:

1. Do not overload electrical installations. Do not connect multiple electrical devices to a single socket, as this can cause overheating. Keep the electrical system in good condition.
2. Turn off heat sources before sleep and going out. Turn off candles and votive lamps, and unplug non-essential devices (such as heaters, chargers, etc.). Make sure no appliances that could cause a fire are left on.
3. Keep flammable objects away from heat sources. Keep at least one meter distance between stoves and objects that can catch fire, such as sofas, curtains or clothes left to dry.
4. Caution with the use of tobacco. Don't smoke in hallways or on closed floors. If you smoke on a balcony (even if it's prohibited), at least avoid throwing cigarette butts anywhere and make sure the cigarette is completely extinguished.





## Spanish tips for living in a shared apartment

### 1. Say hello every day

**Spanish:** *"Good morning!", "Good night!", "How are you?"*

**English:** *"Good morning!", "Good evening!", "How's it going?"*

**Explanation:** Saying hello is always a good way to start the day and maintain a cordial relationship.

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### 2. Ask politely

**Spanish:** *"Can I use the kitchen now?"*

**English:** *"Can I use the kitchen now?"*

**Explanation:** Asking respectfully is key to harmonious coexistence.

**Explanation:** Asking politely is key to harmonious living.

### 3. Organize shifts and tasks

**Spanish:** *"When is a good time for you to clean the bathroom?"*

**English:** *"When is a good time for you to clean the bathroom?"*

**Explanation:** Having a task calendar can help avoid confusion.

**Explanation:** Having a task calendar can help avoid misunderstandings.

### 4. Respect the common space

**Spanish:** *"I'm going to clean up after cooking."*

**English:** *"I will clean up after cooking."*

**Explanation:** It is important to leave common areas clean for everyone.

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### 5. Clear up misunderstandings calmly

**Spanish:** *"I think there was a mistake"*

**English:** *"I think there was a mistake."*

**Explanation:** Talking calmly helps resolve any disagreement without causing problems.

**Explanation:** Speaking calmly helps resolve any disagreement without causing problems.

### 6. Ask for things nicely



**Spanish:** *"Could you pass me the salt, please?"*

**English:** *"Could you pass me the salt, please?"*

**Explanation:** Asking for things politely improves coexistence.

**Explanation:** Asking for things politely improves the atmosphere in shared spaces.

## **7. Report if something breaks**

**Spanish:** *"I broke a glass, I'm sorry."*

**English:** *"I have broken a glass, sorry."*

**AND Explanation:** Being transparent about issues avoids misunderstandings.

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## **8. Respect rest schedules**

**Spanish:** *"I'm going to sleep now, can you turn the volume down a little?"*

**English:** *"I am going to sleep now, can you lower the volume a bit?"*

**Explanation:** Respecting your colleagues' rest schedules is key to a peaceful coexistence.

**Explanation:** Respecting your flatmates' rest times is key for peaceful coexistence.

## **9. Use key phrases for cooking**

**Spanish:** *"Is this your oil?"*

**English:** *"Is this oil yours?"*

**Explanation:** Asking about food helps avoid confusion.

**Explanation:** Asking about food helps avoid confusion.

## **10. Be clear about expenses**

**Spanish:** *"How much do I owe you for the cleaning products?"*

**English:** *"How much do I owe you for the cleaning products?"*

**Explanation:** Talking clearly about expenses prevents misunderstandings.

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