



# **Rules for Guests at our Guest House**

By: Conexiones entre Mundos

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# CONEXIONES

entre mundos

## About Us

We are a fusion of two institutions: Conexiones entre Mundos and Serve Abroad. Both institutions follow Christian ethos. We do not require that you are a Christian but we do require that you respect our rules and the events we have. If this is too uncomfortable for you, or if you have any questions, please talk to the Director General for further details. We do hope you will stay in order to learn and grow with us.

Here is a short explanation about each of our institutions.

- I. Conexiones entre Mundos is our Language School that offers different services to clients:
  - a. Language teaching - Spanish, English, Quechua and Aymara
  - b. Tours to the most popular places in Bolivia
  - c. Volunteer care programs
  - d. Guest House for short term students or volunteers.
  
- II. Serve Abroad is our non-profit non-government foundation that supports community development programs through tailored volunteer opportunities. We work in the following areas:
  - a. Partnership with many social projects where we assign national and international volunteers.
  - b. Develop & carry out educational programs for different institutions across Bolivia.

So, when you study or stay at Conexiones, you really support our social projects with Serve Abroad. Thank you for being part of our family.

## Leadership team



**Ma. Eugenia Ureña (Mauge)** is our Director General. Mauge has more than 24 years of experience working with volunteers from abroad and is here to assist you as much as possible. She is your main language coordinator in Bolivia and is there for you for any questions, inquiries or needs that you may have.

## Our Contact information

Ma. Eugenia Ureña Ramírez (Mauge)  
Tel: +591 (7) 1745590 (WhatsApp too)  
Email: laprofemauge@hotmail.com

We are located at Pasaje Genoveva Ríos 1122, Cochabamba, Bolivia (this will be your address now too!). The street (pasaje) starts on Aniceto Padilla Street that is located between two main avenues; Libertador Bolívar Ave. and Gualberto Villarroel Ave. It is easily accessible by public transport (or a short 20-30 minute walk) for the central plaza and surrounding areas.



## COEXISTENCE RULES

Our goal is to make of our guest house is a temporary home for anyone who stays with us. Since the School is located in the same property, all the staff and our students are part of this community. We encourage you to take the time to meet them and engage in social activities they may have.

Here are the basic rules of coexistence for residents of Conexiones' Guest House

### Guest's Rights

- **ACCESS:** A set of keys for the School and your bedroom.
- **BEDROOM:** A bedroom in good condition, equipped with one or two beds as required, sheets, blankets, bedside table and shelves, for the time agreed.
- **INTERNET:** Use of Wi-Fi 24 hours a day. Please do not download heavy documents or files so as not to affect other users and it is recommended to



use the Internet within socially acceptable norms, customs and practices and within the framework of the law.

- **COMMON AREAS:** Access and right to use common areas including reception room, dining room, kitchen and the garden / backyard at the back of the School. The Administration hires cleaning staff once a week to carry out a general cleaning of the common areas.
- **KITCHEN, REFRIGERATOR AND UTENSILS:** Right of access and use of all implements and utensils. Right to use the refrigerator for your food; We recommend the use of labels and good use, balance and consideration in the use of kitchen spaces. There is a washing machine provided to do your laundry, buying soap and cleaning supplies are the guest's responsibility.
- **DRINKS & BREAD** Conexiones provides free hot drinks (milk not included) plus all the filtered water guests may need.
- **SUSTAINABILITY:** One of our values is sustainability, for which we try to have a sustainable lifestyle with respect to the environment. In our community we recycle waste and try to make good use of water and electricity, using only what is necessary and being aware of unnecessarily lit lights or open taps.
- **EXTERNAL VISITS:** In general, we recommend receiving visits in the common areas between 8:00 am and 9:00 p.m., particularly on weekdays out of respect for co-residents. The option is left open for social events, especially on holidays or weekends, as long as it does not affect the peace and well-being of the residents or the integrity of the property and the belongings. In order to maintain good relations with the homeowner, administrators and especially among residents, it is requested not to abuse alcohol, excessive noise or inappropriate behavior. No visitors are allowed stay overnight.
- **PERSON IN CHARGE:** Eugenia or Mauge are in charge of the general overview of the house. They will make sure that the rules of coexistence are respected and maintaining open communication with the Administration for the repairs of any damage or conflict that could arise.
- **HEALTH AND EMERGENCIES:** We provide access to emergency personnel 24 hours a day. Contact María Eugenia Ureña at 717-45590, please.
- **ADDITIONAL SERVICES:** Access to the following services, with the following characteristics:
  - Transportation from or to the airport: Bs 50 per person.



- o City tour with a specialized guide. Bs. 50 the accompaniment hour.
- o Intercultural workshops. Bs. 200 per participant.

### **Guest Responsibilities**

- **PAYMENTS:** Make the necessary payments for the service received and / or required on the first or second day of your stay. Payments are to be made in cash directly to the Secretary. Is you rent the room for a month, you will pay US\$ 150 per month. If you decide to stay for less than a month the price is US\$ 8 per night.
- **KEYS:** Do not give copies of the house keys to anyone. In case of loss of the keys the guest will have to bear the expenses of changing the door panels and making copies for all the guests. (around 800 Bs.) Make sure the gate is locked always after 8:00 p.m. as well as the main entrance door to the school.
- **FURNITURE AND APPLIANCES:** Take care of furniture, kitchen implements, electrical appliances, etc. giving them the respective use and taking responsibility for having them in good condition. If you break something, you should replace it as soon as possible in coordination with the administration.
- **USE OF KITCHEN SUPPLIES** We provide all the necessary utensils for guests to cook with the ingredients they buy. These should be washed, dried and put away in its designated place as soon as they have been used.
- **INFRASTRUCTURE:** Treat the house with respect, for example doing everything possible to avoid staining, scratching or chipping walls when moving furniture, etc. Do not throw doors, close them carefully please.
- **SCHOOL** Conexiones is a Language School that works between 6:20 a.m. and 8:05 pm. Noise must be kept at a low level while classes are being taught. Also, make sure you wear decent clothes when you are not in your bedroom. Students may get the wrong impression if people are walking around in their underwear, and the like.
- **SCHEDULES AND NOISE:** As of 22:00 Hrs. It is recommended to respect the peace of others, moving furniture calmly and respect the physical and acoustic space of others. You can listen to music but with low volume for the consideration of neighbors and other guests. This rule is for all hours, but especially between 8:00 p.m. and 8:00 a.m. In case of arriving late, please enter without making noise.



- **CIGARETTES:** It is forbidden to smoke inside the property or 30 meters from the property.
- **ALCOHOL:** It is recommended not to drink alcoholic beverages in excess on the property.
- **DRUGS:** The consumption, possession or exchange of drugs or illegal substances on the property will not be allowed under any circumstances.
- **FEEDBACK:** If you have doubts, complaints or any comments regarding the service offered among the guests, please get in touch with the people in charge either by phone, WhatsApp or email.
- **MODIFICATIONS AND AMENDMENTS:** This document may be modified by by Conexiones entre Mundos SRL. as required to fulfill the vision, mission, values and purpose of the House and Community of which Conexiones is part.

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For our records, please fill in the following form in a book provided by Conexiones entre Mundos and give a copy of your passport to the Administrative Assistant.

You'll sign a section that looks like this:

I want be a GUEST at Conexiones entre Mundos guest house

I have read and agree with the rules and regulations for the guests for the present year and I aim to obey them.

Name

Signature

Date Signed