

„Georg-Forster-Haus“, IBZ Halle (Saale), Emil-Abderhalden-Str. 7a

The Georg-Forster-House offers attractive housing opportunities for international researchers and their families. It may also permit events that support and enrich the work of the researchers and contribute to their well-being.

Mutual respect and responsibility are essential for working and living in this house. This shall be governed by the following rules.

1. Use of the foyer, seminar room and the common room

The foyer and a seminar room for about 30 people and a common room are available at IBZ. The use of the kitchen and the restrooms is included.

On application, members of the Martin-Luther-University may use the common rooms for scientific and cultural events.

Information about the furnishing of the rooms can be found in the inventory list (see annex below).

The use of the seminar room and the common room is free of charge for tenants. A fee will be charged for the cleaning of the rooms after their use.

A written contract is required for the use of the rooms, stipulating all terms and conditions. The house rules are part of the contract.

2. Cleaning fee

The costs for the actual cleaning expense shall be billed to the organizer. The cleaning company will give the bill directly to the organizer. We ask you for a concrete billing address for the cleaning fee.

3. Application for the use of the rooms

For the use of the seminar and common room at IBZ, please apply in writing at least 14 days in advance.

Please contact Mrs. Petra Lohse for the application:

Representative International Service Bureau – Researchers

International Office | Universitätsring 19/20 | 06108 Halle

phone: +49 345 55 28350 | fax: +49 345 55 27427 | mail: info@ibz.uni-halle.de

4. Usage contract

The organizer must name a contact person responsible for the proper assignment of the rooms and for observation of all safety and security requirements during the time of the event.

This responsibility will commence upon signing of the contract.

4. Transponder and usage instructions

The transponder for the use of the rooms can be received at IBZ or in the International Office the day before the event.

Transponder and access to the rooms have to be receipted. All furnishings have to be treated with care. The arrangement of the furnishings in the room may be changed. The organizer is responsible for the rearrangement of the rooms.

The organizer is liable for possible damages.

Smoking is strictly forbidden in the entire common area. Open fire is not permitted. After conclusion of the event, the rooms have to be returned in their original condition. Lights in the restrooms have to be turned off; doors and windows must be closed. The transponder has to be given back in accordance with the agreement.

5. Use of the kitchen

- The kitchen may be used.
- The organizer is responsible for the management of the kitchen.
- Cleaning of the dishes must be arranged for by the organizer; possible damage has to be indicated immediately.
- The kitchen has to be left in a clean condition.

6. General information

Concluding we would like to point out that the IBZ is a guest house. Please observe the following:

- Organizers, who are not guests of our house: the latest end of the event has to be 8 p.m.
- Organizers, who are guests of our house: please observe the house rules
- The usage permit is restricted to the rooms in the ground floor
- In case of an emergency the telephone in the common room is at your disposal.
- Further information about the behavior in case of emergency can be found in the vitrine in the ground floor next to the IBZ office.