

House Rules for “Georg-Forster-Haus” International Guest House (IBZ) Emil-Abderhalden-Str. 7a, 06108 Halle (Saale)

“Georg-Forster-Haus” was erected in 2012 for visiting international scientists working at Martin Luther University.

Consideration for the needs of other lodgers and proper care for the accommodation here provided are the basis for living and working at the IBZ. The following rules and recommendations shall promote the best interests of both lodgers and landlord.

Important information:

German law requires German and foreign citizens to officially register their residency if their stay in Germany will exceed a period of two months. You must register with the authorities within one week of your arrival in Halle.

A. Maintaining and caring for in-house equipment

1. No smoking inside the building, on the balconies or on the property’s outdoor premises. Excluded is the smoking area on the terrace of the IBZ (see part B, paragraph 2).
2. We ask all lodgers to treat their accommodation as well as the common rooms and their equipment and furniture with due care. It is generally not permitted to move furniture items from one room to another.
3. It is not permitted to put or attach nails, hooks etc. into, on or to walls, doors or furniture. Do not paste anything on doors, walls or furniture. Hooks for hanging pictures and the like may only be attached by the property management.
4. Every guest is responsible for cleaning his own lodgings. Cleaning materials and detergents are available in the designated rooms.
 - 4.1. *Please remove the foliage on your balcony regularly.*
 - 4.2. *Please do not use the balcony furniture in the apartment.*
 - 4.3. *For security orders the storage of plants and other objects on the balustrade of your balcony is prohibited.*
5. Common rooms, landing, foyer and stairs are cleaned by the housekeeping.
6. Please take care that the drains in the kitchen, the bathroom and the toilet do not get blocked and do not throw garbage, harmful fluids or similar materials into the drain.
7. In case of rain or thunderstorm doors and windows must be kept closed. We ask you to air your rooms even if it is cold outside; this is important to prevent condensation (daily 10 minutes by fully opened window).
8. Upholstered furniture must be cleaned by vacuum cleaner only. If you wish to remove any stains please contact the management for advice before you start. Self-dependent stain removal is forbidden.
9. Our guests have the option to have their bed-linen and towels cleaned every two weeks. Please take a look at your renting documents for further information on such laundry arrangements.
10. It is not permitted to use household appliances (kettles, immersion heaters, coffee machines, toasters, electric grills) inside lodgings.

B. Health and safety

1. Unreasonable noise

From 10:00 p.m. until 6:00 a.m. any unreasonable noise is prohibited. The same applies to Sundays and public holidays.

2. Naked flames (candles)

Naked flames in any of the IBZ's rooms are prohibited.

3. Garbage

Waste containers are in the IBZ's outdoor premises. Waste is separated along the following categories:

- **blue bin:** paper
- **yellow bin:** plastics/green dot
- **black bin:** other
- **glass:** every lodger disposes of them himself by depositing glass items in public containers

It is prohibited to put electronic devices or appliances into any of the waste containers specified above. Such devices or appliances must either be returned to specialized retailers or must be disposed of by handing them in at designated collection stations.

4. Parking

Guests arriving in their own car can use one of 5 parking places on the premises of IBZ. Information on availability can be obtained from the IBZ office.

5. Bicycles/prams (E.14.0)

Access to the room where you can park your bicycle or pram is to the left of the side entrance. Access to the bicycle room is only possible from outside.

6. Landlord's right to inspect the lodgings

The landlord is entitled to inspect any lodging after prior arrangement. In cases of emergency (e.g. burst pipes, etc.) the landlord has a master key for all of the rooms. In such case you are required to grant access to your lodging without prior notice.

7. Pets

No pets are allowed on the premises.

C. If there is a fire

Please see the Fire Regulations for information on how to act in case of fire. A copy thereof has been provided in every accommodation unit and constitutes a part of the Tenancy Agreement.

Emergency call cascade:

Please also use the information displayed on the ground floor to familiarize with the emergency call cascade that has been set up for the guest house.

You will also find this emergency call cascade in your apartment (black folder).

D. Shared facilities

1. Common kitchens (1.00.0, 1.10.0, 2.00.0, 2.10.0, 3.10.0)

The property has 5 common kitchens. Depending on the size of the apartment, every guest is provided with 1 to 3 lockable fridge compartments.

We ask you to use any equipment in accordance to instructions. Electrical appliances such as kettles or coffee machines must be cleaned after every use.

All kitchens have been equipped with a dishwasher. Any detergents or chemicals needed for the dishwasher shall be provided. All kitchen surfaces are cleaned by housekeeping every weekday. We kindly ask our guests to clean any crockery and cutlery after use and to return them to the respective cupboards independently. We are of course confident that for the convenience of the other guests you will leave the kitchen in a clean condition after you have used it.

Crockery and cutlery may not be moved from the kitchen.

2. Laundry and drying room (E.06.0)

We provide 3 washing machines and 3 dryers.

Washing machines and dryers may only be used at the following times:

Mon-Sun, 8:00 a.m. – 10:00 p.m. Please do not start a new washing cycle after 9:00 p.m.

We ask our guests to read the instructions before they use the machines

Prices: **2€ washing machine**

2 € dryer

For drying your laundry you may also use the provided laundry rack which you can also move to the patio. Please return it to its original place once you have finished. The drying of laundry in the apartment is not permitted.

The room also contains 2 ironing boards and 2 irons. The use of ironing boards and irons is permitted only in the laundry and drying room. Washing powders or liquids and softeners must be provided by the guests themselves.

3. Cleaning cabinets (1.11.0, 2.11.0, 3.11.0)

You will find cleaning materials and detergents in the cleaning cabinets. We also provide 2 vacuum cleaners which must be returned to their original place after you have used them. Please do not use the rooms for the cleaning materials as storage rooms. If you need short time storage space please contact the IBZ office. The property management will remove and dispose of any items stored in contravention to this rule.

4. Recreation room (E.09.0)

The recreation room is on the ground floor and is available to all lodgers. On inquiry, this room can be let for private functions. Please contact the IBZ management for further information. The room's kitchenette can only be used within the context of authorized functions and events.

5. Reading and music room (pavilion) (E.12.0)

The reading and music room is on the ground floor and is available to all lodgers. On inquiry, this room can be let for holding events. Please contact the IBZ office if you wish to make an application.

The piano is intended for specific cultural events. If you wish to play please contact the IBZ office to arrange for playing times.

6. Lecture room (E.10.0)

The lecture room is on the ground floor and is exclusively intended for scientific events. Applications for use and information on the rules governing such use can be obtained from the IBZ office.

7. Outdoor premises

We ask you to treat these premises with care. Please remove any food leftovers and garbage. Patio furniture is made available for outdoor use.

No barbecues on any of the IBZ's outdoor premises.

E. Miscellaneous

1. Door system

The door system works as follows:

1. Press ①
2. Dial the accommodation unit's number

2. Visitors

We can provide our guests with 2 guest beds and 2 cots. You can obtain them from the IBZ office.

3. Telephone and Internet

Our guests may use the university's communication and data net free of charge (information form).

4. Letter box

A lockable letter box has been assigned to every accommodation unit. Keys are handed out together with the Tenancy Agreement.

5. Private parties / functions

If you want to hold a private party or function you must submit an application to IBZ as they require prior permission.

6. Voltage

The customary voltage is 220 V. For safety reasons, it is only allowed to use commercially available electrical devices. Please check and switch off any devices and appliances when you leave the house.

7. Loss of key

For the prevention of damage please inform the IBZ office immediately if you have lost your key.

8. Moving out

When you are moving out you are required to return your premises in an acceptable condition. For this purpose, IBZ management conducts an "acceptance" inspection where the lodger receives a handover report for the purposes of liability.

There is no possibility for us to store valuables or other items. We ask you to leave your premises empty and in a clean condition.

9. House rules

These house rules shall be part of the Tenancy Agreement.