

“Georg-Forster-Haus” - International Encounter Center (IBZ) und Guest House

Emil-Abderhalden-Str. 7a, 06108 Halle (Saale)

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

Consideration for the needs of other Tenants 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 tenants and landlord.

Information:

According to current legislation, foreign nationals must register their residence with the police if their stay in Germany exceeds 90 days. The registration must be done within two weeks after your arrival in Halle at the Bürgerservicestelle of the city of Halle (Marktplatz 1, 06108 Halle). Appointments can be made online.

A. Maintaining and caring for in-house equipment

1. Smoking is strictly forbidden inside the building, on the balconies or on the property’s outdoor premises. Excluded is the smoking area on the terrace of the IBZ.
2. We ask all lodgers to treat their accommodation, 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. Common rooms, corridors, foyer and stairs are cleaned by the housekeeping.
5. **Cleaning of the apartments: Each tenant is responsible for the cleaning of the rented accommodation.**

In the **cleaning supplies rooms (1.11.0, 2.11.0, 3.11.0)**, cleaning chemicals and cleaning supplies that you can use to clean your apartment are available free of charge. There are also vacuum cleaners, mopping utensils and brooms available for your use, which please return after each use.

- *Please clean your apartment and the bathroom regularly.*
- *Please vacuum the upholstered furniture with the vacuum cleaner only. Independent stain removal is prohibited.*
- *Please make sure that the drains in the kitchen, bathroom and toilet are not blocked. Disposing of waste and harmful liquids down the drains is not allowed.*
- *Please remove leaves from your balconies regularly and dispose of them in the black garbage cans.*
- *Balcony furniture may only be used on the balcony.*
- *Placing plants and other objects on the balcony parapet is prohibited.*

The cleaning supplies rooms are not storage rooms. However, if there is a need for short-term storage, please contact the guest house management. Unauthorized items will be disposed of.

6. Doors and windows must be kept closed during rain and bad weather. We ask you to ventilate regularly in cold weather to avoid the formation of condensation (daily 10 min. with the window fully open).
7. Tenants have the option of having their bed linen and towels cleaned free of charge every 14 days. You will find more detailed information about the change of linen in your rental documents.

8. The use of private electrical devices is prohibited. (Rice stove, electric grill, refrigerators, heaters, etc.) Exceptions apply only to devices that have been tested in advance by a technical expert of the Martin Luther University Halle-Wittenberg.
9. The use of cooking and kitchen appliances (e.g. kettles, coffee makers, toasters, etc.) is prohibited in the apartments.

B. General rules of behavior and safety

1. Open fire / Naked flames

The use of naked flames (candles, joss sticks, etc.) in all IBZ rooms, including the outside area is prohibited.

2. Barbecue

Barbecue on any of the IBZ's premises is prohibited.

3. Private Parties or invitation of guests

If you want to hold a private party or event, you have to submit a written application to IBZ as they require prior permission.

4. Rest period

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

5. Garbage

Every Tenant is responsible for disposing of his waste. Waste containers are in the IBZ's outdoor premises. Please separate the waste 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.

6. 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 management.

7. Bicycles / prams (E.14.0)

Bicycles may only be stored in the provided storeroom. 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.

8. 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.

9. Pets

No pets are allowed on the premises.

C. Behavior in case of a fire and in case of technical emergency

1. Case of 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.

2. Technical emergency:

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

D. Loss or defect of a transponder

In case of loss of a transponder or key, immediately inform the IBZ management. Please see Section 12 "Transponder" of the Tenancy Agreement. Detailed information about the process can be found in the information folder in your apartment.

E. 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 as well as furniture may not be removed 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: **2,00€ washing machine**
2,00€ dryer

There are also 3 clothes drying racks available for use.

Please note that drying laundry is allowed only in the drying room or on the terrace on the first floor. Drying of laundry in the apartment is prohibited.

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. Common room (E.09.0)

The common room is on the ground floor and is available to all Tenants. On inquiry, this room can be let for private functions. Please contact the IBZ management for further information (see B.3.).

4. 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 (see B3). The piano is intended for specific cultural events. If you wish to play the piano please contact the IBZ management to arrange for playing times.

5. Lecture room (E.10.0)

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

6. Outdoor premises

The outdoor premises are available for all Tenants. We ask you to treat the playground and the terrace furniture with care. Please leave the terrace in a clean condition.

F. Miscellaneous

1. Absence

For security reasons, we kindly ask you to inform the guest house management in advance if you will not be present in the guest house for more than 3 days.

2. Door system (see display)

To use the door system, visitors proceed as follows:

- | | |
|---------------------|----------------------------------------------------------------------------------------------------------|
| <i>The visitor:</i> | - presses the button  |
| | - dials the phone number of the apartment |
| | - wait for answer. |
| <i>The tenant:</i> | - enters the combination 19# on the apartment phone |
| | - the door opens automatically |

3. Visit of a family member

We can provide our guests 2 guest beds and 2 cots. You can obtain them from the IBZ office. Please see § 8 “Subletting / Yield to Third Parties” of the Tenancy Agreement.

4. Telephone and Internet

Our guests may use the university’s communication and data net free of charge.

5. Letter box

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

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. Checkout

When you are moving out you are required to return your premises in an acceptable condition. For this purpose, the 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 (see notice in apartments).

8. House rules

The house rules shall be part of the Tenancy Agreement.