

Rules of the house for the halls of residence

1. Many people with different needs have to live together in a small area in the halls of residence. A high degree of mutual consideration is therefore required. The student union wants to offer its residents the chance to manage their academic work, leisure time and social life. It is therefore expected that everyone behaves in a way that social life can function well and the reputation of the halls of residence is preserved.
2. New residents are advised to introduce themselves to the caretaker as soon as possible after moving in. The rooms, apartments and flats are solely meant for personal use by the tenant. It is advisable to inform the caretaker when residents will be absent for a longer period of time and to deliver the keys in trust. Illnesses that may endanger other residents are to be reported immediately. Tenancy changeovers are only possible in special cases and to a very limited extent.
3. Disruptions to other residents are to be kept to an unavoidable minimum. This especially applies to noise levels. Residents are therefore requested to keep radios, record players, other acoustic or electric devices and conversations to a low volume. There is a quiet period from 10 pm until 7 am. Exceptions can be granted only for special events by the director, such as events concerning all residents.
4. The approval of the director has to be obtained in advance for events organised by groups of every description in the halls and on the premises. The group has to appoint a person responsible for the proper carrying out of the event (e.g. safety, clearance, turn-off of the lights, locking of the doors). The events are only allowed to take place in certain rooms and generally end at 11 pm. The director can only permit exceptions if imposition and disruption for the other residents and neighbours are kept at a reasonable degree. Events concerning all residents have priority. Attention is to be paid to the special rules when holding an event in the halls and on the premises. A leaflet about this is available from the caretaker or the management.
5. Please bear in mind that front doors as well as side entrances, e.g. bicycle storage rooms, are to be kept locked at all times. Please look after your key in your own interest as a loss of key would mean safety is no longer guaranteed and the replacement of the locking system is highly inconvenient. It is not permitted to pass on the keys that have been handed out by the student union to others without permission or to procure additional keys.
6. Guests are welcome as long as the rules of the house are respected and other residents are not disturbed. The tenant is responsible for the behaviour of his/her guests. In group flats and groups sharing one floor the presence of guests needs the approval of the other affected residents. The quiet period (starting at 10 pm) is not allowed to be disrupted by visits. The student union and the director have the right to deny admission of guests to the halls of residence or to order them to stay away from the house if the rules are violated. Shared equipment, such as showers or kitchen utensils are only allowed to be used by residents, not by guests.
7. Subletting when the tenant is temporarily absent has to be approved by the other directly affected residents and requires a written application (form) in advance to the landlord. The approval is only given under certain circumstances and for a limited period of time. It is not permitted to let further people live in a room, apartment or flat. The student union can make an exception for a limited period of a few days with a written application should particular circumstances apply.
8. The existing facilities and installations are only allowed to be used appropriately. Alterations (especially concerning HVACR, bathroom facilities, low and high voltage units, ventilation) are not allowed to be carried out by the tenant. The shut-down of the ventilation in the kitchen or the bathroom, e.g. by disconnecting the safety fuse is forbidden. If these rules are violated the tenant can be made liable for any kind of structural and technical damages as a consequence (e.g. development of mildew!). Residents are requested to use the special rooms provided for washing and drying washing. It is not permitted to use the beds without bed linen due to hygienic reasons. Defects that endanger the safety of the residents especially those affecting technical facilities and gadgets or electrical and gas installations are to be reported immediately to the domestic service personnel or the student union.
9. Walls, doors and furniture are not allowed to be damaged by nails, screws, pins, glue, sellotape or anything similar. It is permitted to attach wall decoration with thin nails or fixing pins if there are no picture rails. In case of doubt please ask the caretaker in advance.

10. The removal of furniture in rooms, flats and common rooms as well as the addition of furniture to the common rooms requires written approval from the student union in advance. In some of the halls of residence there are special rooms provided for larger pieces of baggage. However, the student union accepts no liability for objects stored there. All objects deposited there have to be labelled by the owner. The guarantee of safekeeping terminates when the tenant moves out.
11. Storage of objects of any kind (including bicycles, prams etc.) in corridors, stairways or roof terraces and balconies is forbidden due to fire protection laws. Common rooms, stairways, corridors and balconies are not to be used as storing space. The residents are responsible for disposing of waste appropriately. Litter, shattered glass, empty bottles, paper, rubbish etc. are to be deposited in the appropriate container, the rubbish has to be separated as regionally required.
12. Bicycles are only allowed to be kept in the provided storing places. All halls of residences provide special storing places for bicycles which are to be used. Motorbikes and scooters are only allowed to be parked on special rented parking spaces on the premises, assuming these are available. Please dispose of your bicycle yourself if it is no longer required, or if it is broken, or when moving out. Under no circumstances are bicycles allowed to be parked on access paths or in front of entrances so that escape ways are blocked or constricted. The owner must be aware that bicycles and scrap bicycles that have been deposited on the premises unauthorised will be removed.
13. It is strictly forbidden to access roof surfaces. Marked off and declared roof terraces are only allowed to be used by direct residents or those tenants whose rooms or apartments lead there through an access door. Moreover, these and all further roof surfaces are only allowed to be used as emergency escapes in case of a fire. Temporary usage of the roof terraces requires the approval of the student union in advance.
14. Barbecuing and open fire on balconies, roof terraces, courtyards and other areas outside are strictly forbidden. After a written application the student union can give the permission in particular cases, e.g. events concerning all residents provided the fire safety requirements are fulfilled.
15. Residents are reminded to economise with water and energy! Every tenant is requested to contribute to keeping the operating costs and the inevitable rent increase to a minimum by handling all installations in a sustainable and economic way. Residents are therefore not permitted to use their own cooking plates, heating units, gadgets with high energy consumption as well as experimental testing facilities etc. for safety reasons. Residents who have their own electric meter (apartments and flats) are obliged to register and deregister with the appropriate electricity supplier.
16. Every resident is requested to ventilate appropriately in order to save energy, to prevent mildew and to contribute to an agreeable room climate; in winter attention is to be paid to protection from frost. Residents are advised to ventilate in the morning and in the evening, if in the room during the day then more than once a day in form of an impact ventilation: heating switched off, window completely open for 3 minutes, if possible with a draught. The tilt position of the window is to be avoided when heating, windows are to be closed when residents are not present.
17. All tenants are responsible for cleanliness and tidiness in their rooms, flats and also in principle for the commonly used rooms. Should this be disregarded or common rooms excessively dirty then a supplementary purification can be authorised at the expense of the causer/causer group. Kitchen equipment and sanitary facilities are to be cleaned after each usage. There are special rules for commonly used kitchens. There are special community rules for residents living in shared flats (see notice on-site).
18. The keeping of animals is not permitted due to the fact that people are living extremely close together.
19. Residents are reminded that they are obliged to register radios and televisions. Radios and televisions are only allowed to be set up in common rooms with permission of the student union. Aerials and radio relay receptions are not allowed to be attached outside the flat without the permission of the student union.
20. Please keep up-to-date with announcements, e.g. necessary repair and maintenance works on the bill board. It is not permitted to attach or remove notices unauthorised. Instructions of the caretaker are to be obeyed.

Rules for the usage of common kitchens

1.

The residents themselves are responsible for cleanliness, orderliness and hygiene. They themselves organise the action needed for this. It is only in the classic halls of residence (not in group apartments* !) that the student union organises regular cleanings, especially of the floors, by a cleaning company. If necessary the student union can authorize additional cleaning services, with the residents covering the costs, especially if these are required in order to achieve the necessary hygiene standard.

* contract cleaning in group apartments only if desired and at the residents' expense.

2.

It is expected that everyone behaves in a way which allows communal living to function well through mutual consideration and care. Residents are requested to separate rubbish attentively and dispose of it regularly, preferably on a daily basis. Leftovers are most suitably put into a small plastic bag, sealed and disposed of immediately. Food and drink are always to be sealed preventively. Used dishes are to be cleaned straight after usage and food and leftovers are never to be left unsealed overnight. Spilled food, leftovers or drinks on tables, sideboards, fridges or floors for instance, are to be removed immediately.

3.

Economise with expensive electric power, especially when cooking. Please pay regard to our advice on energy efficiency when using the cooker and oven (notice). Please stay in the kitchen when the cooker is switched on and watch over the cooking process for safety reasons.

4.

Small kitchen equipment such as a bread cutter, toaster or other electric gadgets are only allowed to be brought along and used if they meet the German standards of safety and hygiene, and if the owner has registered the gadget as his own with the caretaker.

5.

Please clean the cooker, the sideboard, the table and your own gadgets immediately after use! Dishes and gadgets that are considered technically or hygienically precarious can be removed at any time by the student union.

6.

A thorough cleaning of the kitchen and all equipment is advisable at least once per semester, preferably before the start of the holidays. The thorough cleaning is normally organised and carried out communally. Alternatively the caretaker can authorize a cleaner at the expense of the residents.

Community regulations in group apartments

1.
The residents of group apartments/separate apartment-sharing communities/ apartment-sharing communities are responsible for cleanliness, orderliness and hygiene in communally used areas. Cleaning utensils and cleaning agents should be supplied by the residents. The caretaker has the right to enter the communally used areas in apartment-sharing communities when acting within the scope of his duties.
2.
Special attention should be paid to cleanliness in the bathroom, shower and toilet. Any contamination is to be removed immediately. Everyone is to leave the place the way that he/she would like to find it.
3.
There are special regulations for the usage of shared kitchens, see notice.
4.
The rules of the house must also be observed by visitors. When visitors are staying, the use of the kitchen must be approved by the other fellow lodgers. Visitors are not permitted to use the shower.
5.
Unless otherwise agreed, all residents take an equal share in the costs and payments for consumption of electricity in the flat (in advance).. The residents are collectively responsible for the registration with the energy provider.
6.
A thorough cleaning is advisable at least once per semester, most preferably before the start of the holidays. The thorough cleaning is normally organised and carried out collectively. Alternatively the caretaker can authorize a cleaner at the expense of the residents.