

## House rules

**Living together in an accommodation in Students' Residence Halls requires mutual consideration in many ways. Any tenant should strive for contributing and adapting to the life of the community. Any disturbance of fellow tenants must be avoided. That is why the following rules have to be observed by the tenants.**

### 1. Inventory objects and damages

Tenants shall handle with care all rooms and their furnishings. The furnishings shall not be changed nor replaced by others. The inventory items are intended for use in the Residence Hall only. The tenant shall be liable in the same manner for any damage caused by his or her visitors to buildings or inventory. Tenants shall not replace or change any inventory items, as for example beds, in the rooms.

When moving out, the complete furnishings have to be proved in an examination by means of a directory. If a tenant or the living group is not able to make the necessary proof, the Studierendenwerk is entitled to allocate these costs among the members of the living group. Damages of any kind must be reported to the student management administration or the caretaker immediately. All rooms, shared kitchens and apartments are fully furnished. That is why tenants shall not introduce own furniture, old furniture, electric ovens and electrical heating appliances and adding electrical cables which could be a burden for the power supply network or the water supply.

### 2. Doors, locking and keys

**When leaving the room, tenants shall lock the room and close the window. Turn off electrical devices and ensure that water-taps will be turned off completely during your absence.** Any entrances with doors are to be kept closed. The tenant shall not give house keys to other persons. If any key is lost, the Landlord must be notified immediately. The costs for new keys or replacing the locking cylinder will be charged to the tenant. Only the Landlord is allowed to provide a replacement key. Tenant shall not use additional safety locks. Resident are not allowed to change the locking system.

### 3. Waste disposal

The tenant shall dispose of the household trash (if necessary, cut into pieces) in the provided waste containers or bins. Tenants shall ensure that no waste shall be spilled or stored on hallways, stairs or emergency exits, on balconies, and house entrance. When necessary, tenants shall make sure that the required cleaning will be effected without delay.

### 4. Cleaning of the rooms

Tenants shall clean his or her room at their own. This duty includes care of floors, walls and windows as well as curtains, and any technical equipment, as for example sanitation, domestic cooker, lamps, sinks and tiles with conventional appropriate cleaning products. The same applies for side-rooms in one corridor or in shared apartments.

### 5. Cleaning of the common rooms

The Studierendenwerk shall provide cleaning of the common rooms, respectively by an assigned cleaning company with a fixed work plan. As far this is fixed by an agreement, daily cleaning includes the vestibules, hallways, stairs, dryer and laundry cellars, community rooms, shared kitchens, or common rooms and shared wet rooms. Should any obstacles arise during the cleaning - caused due to the parked objects by tenants or by the community - and lead to additional costs, these have to be borne by the tenants. In case of additional costs caused by grime and dirt far above the normal level of work, such shall be shared by all residents who must pay for the additional work.

### 6. Use of (electric) appliances

The landlord shall be entitled, to put out of action any washing machines, tumble dryers or other automates provided for use, if circumstance so require. Moreover, the Landlord is entitled to close and lock the doors of the laundry cellar.

### 7. Storage rooms – fire safety – evacuation routes

Tenants shall not enter storage rooms, luggage compartment floors and cellar rooms with naked flames. In these rooms as well as in the community rooms tenants shall not store or enter combustible objects and objects that catch fire quickly, as for example mattresses, straw, clothes and old upholstered furniture. These materials increase the allowed fire risk.

Any balcony, ladder, corridor and stairway shall be regarded as escape routes where residents shall not deposit objects of any kind. In common living rooms and shared kitchens tenants shall not bring in other furniture. Tenants shall not store bulky objects, such as bicycles or laundry racks in the common rooms. In these cases, the Landlord and his representatives are entitled to reestablish the prescribed condition required by law by organizing the immediate disposal (clearing out) of these object without replacement. Tenants shall not access the roof.

### 8. Windows and doors

Residents shall keep windows and doors locked during wind, draught, storm, rain, heavy frost and snow. The tenant shall inform the Landlord at once of any damage on the roof or any ingress of water. Rolling shutters and blinds shall be kept in closed position if it is rainy and stormy. Please do not mount insect screens.

### 9. Operating appliances, storing food, drainage, radio and television fee (Rundfunkbeitrag) and televisions

Residents shall use the kitchen for preparing meals. Please do always carefully handle any appliances that serve the whole housing community. All appliances shall be cleaned after use and put back to the place where they are kept by the residents. Damages that are culpably caused shall be charged. Tenants shall give proof of exoneration.

Tenants shall clean and defrost regularly any refrigerators provided according to the operating rules. The mechanical removal of ice plates will lead to a total failure of the appliance. The tenant will be charged with the costs if he or she is not able to prove that he or she is not responsible for this default.

Water from the water pipes shall only be used for the residents' own domestic purposes only. The tenant shall ensure that he or she uses water prudently and thriftily.

Tenants shall prevent all pipes and drains from being overloaded and blocked. Should any equipment been blocked (sewers, showers, or toilets) please do not use it. Do inform the technical service immediately.

Tenants shall not operate radio and television sets unless having registered these appliances with the German radio and television fee collection center (Rundfunkbeitrag). Tenants are not allowed to fix external antenna. Please do only use the provided antenna connectors. Any multiple connection and enlargement shall not be permitted because it decreases the performance of this device. Removal will be carried out at tenants' expense.

Barbecuing or making fire of any kind are not permitted on the buildings' balconies (escape route).

## 10. Wall paintings and decoration, plants, heating and ventilating

Pictures, wall paintings and other decoration material may only be fixed with small brads or nails. This should be done with small pins in adequate strength, being sufficient to prevent damages on the wall. Tenant shall not be permitted to laminate/to use adhesive labeling on doors and doorframes, walls and inventory. Removing and recovering the damage shall be charged to the tenant except if he or she has not culpably caused any damage (and he or she has to prove it).

Due to the existing size of the room, the arranging and watering of weeds and plants may lead to water saturation, condensation of water and mold. A normal level as far as the number of plant pots is concerned should not be exceeded.

Tenants shall ventilate and heat all rented rooms adequately and regularly according to the outside temperature.

## 11. Noise protection and disorderly conduct

Residents are required to refrain from any action that disturbs an orderly and peaceful community life, especially making any kind of noise, loud using of sound systems of all kind, or slamming of doors. Tenants must adhere to German quiet hours, which are determined from 10:00 pm to 7:00 am. The same applies for the afternoon: avoid any noise from 1:00 pm to 3:00 pm. Tenants who are disturbed by noise, have the right to request assistance from the police authority. Residents are liable for their visitors.

## 12. Disturbance of the peace

Disturbances, annoyances and threats of any kind as well as violence against third parties may entitle the landlord to terminate the tenancy agreement. Criminal offences of any kind in the halls of residence, such as theft or insults, also fall under disturbance of the peace and can have consequences under tenancy law.

## 13. Health

In case of serious illness of a resident, illness that is notifiable, or infectious, the student residence administration or a doctor has to be informed immediately. The doctor will decide whether the patient may stay in the Students' Residence Hall or not.

The Landlord shall be notified of any vermin or pests immediately. In case of pests in the rented rooms, there will be a vermin extirpation according to the legal requirements. An approved pest controller shall be contracted (by the landlord). Firstly, in case of appearance of infestation, there will be an infestation examination. Secondly, in case of infestation pest control (spraying etc.) will be performed. In all cases, these measures will be announced by a posting on the notice board or by letter – if necessary and temporarily possible. The Studierendenwerk will inform the competent health authorities pursuant to the legal requirements.

Pets and animals are not allowed.

Smoking shall be prohibited in the community rooms.

## 14. Fire safety and fire protection

a) When the tenant moves in, he or she must familiarize himself or herself with the house-specific fire and emergency alarm facilities to prevent or act in a probable emergency case.

b) Intentional misuse of the alarm, smoke detection and fire alarm system results irrevocably in the immediate termination of the tenancy without warning.

Doors that mark fire sections in the corridors will lock automatically in case of emergency. The doors in the staircases must be always be closed to ensure that the ventilation system (called SÜLA, if there is any) works in the event of a fire. Please do consult the escape and rescue plans on the floors regarding what to do in case of an alarm.

c) If the alarm sounds, assume that you are dealing with a genuine fire alarm. Leave the building as quickly as possible. For technical reasons, do use the stairs and never the lift (if available). If the lift

doors open in a burning floor, the smoke will de-activate the light barrier of the doors. Consequently, the doors do no longer close and the user of the lift is forced to reach the next staircase in the burning floor. Now you are in mortal danger.

d) Triggering the fire alarm system in the house does not automatically alert the fire brigade. In case of a fire, the person who has detected the fire or the closest possible person must call the emergency fire brigade number 112 by telephone.

e) For safety reasons, easily flammable substances must not be stored in the residential or communal areas.

f) Open flames are strictly prohibited in the residential units of the Studierendenwerk Giessen. Barbecuing is only permitted in compliance with the fire protection regulations, and only in the outdoor area at places where the caretaker has allowed it. Barbecuing is not permitted on the balconies of the buildings, on platforms, landings and similar areas near to the building.

## 15. Clearing out. Landlords' competences.

### Corridors and staircases are escape and emergency routes.

If any objects are placed in the dormitories blocking open spaces, causing obstacles, affecting the safety of the residents, or are not placed according to their intended purpose, the landlord shall be entitled to remove them without prior notice. In order to get the objects back, the tenants will be charged a service fee. If, within a period of three months the respective owner does not contact the landlord, the Studierendenwerk may assume that he or she has given up ownership of these things and the landlord will utilize and recover them at his own discretion.

The building control authority has prescribed all parking spaces and these have to be used only for such purpose. Motor vehicles which are parked on the spaces without a registration plate or which are illegally parked on the premises of the residential unit, shall be regarded as abandoned. In this case, the Studierendenwerk will engage a towing company, which removes the vehicle at the expense of the owner or keeper. The same shall apply for parked motor vehicles hindering the traffic.

Owners of not registered motor vehicles for example during wintertime or for other reasons may apply to the student residence administration to get a parking space. In justified cases, the Studierendenwerk will give a permission for temporary parking.

## 16. Bicycles and motor vehicles

Use the designated rooms and car parks to park bicycles and motor vehicles. Tenants shall not be allowed to park bicycles in other areas of the residential units.

## 17. Lift, laundry and drying room

When using the provided lift, laundry and drying rooms, please pay attention to the specific directives concerning using these rooms and the appliances.

## 18. Changes in the coloring of wall paint

Tenant shall not paint wall or furnishings without being authorized to do so.

## 19. Radio and television

Any tenant shall apply himself or herself for the necessary approval for using radio and television sets and shall pay the necessary radio and television fee, if necessary.

## 20. Changes of civil status

Tenants shall notify the Studierendenwerk of any changes in civil status (births, marriages) requiring a registration at the Registry Office under the German Reporting Act.

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