

Booking Conditions



Guesthouse

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Eligible persons

The guesthouse apartments serve as accommodation for visiting scholars during their stay at the Paderborn University. Reservations are to be made by the hosts of the UPB or their secretariats. Unfortunately, reservations for students, interns, employees¹ or private guests **cannot** be accepted. In addition, only persons over the **age of eighteen** can be accommodated - this also applies for accompanying persons.

¹For tax reasons, no persons with UPB employee status (see employment contract) may stay in the guesthouse. If you are unsure about your status please contact your host.



Duration of Lease

Our flats are rented on a monthly basis; the maximum rental period is **six** months. The rental agreement starts on the first (1st) calendar day of the month (except in January) and always ends on the **last** working day (Mon. – Fri.) of a month.



Apartments Sizes

One-room apartment (approx. 18 m²) with kitchenette and bathroom (shower/toilet) **for one person**

One-room apartment (approx. 28 m²) with kitchenette and bathroom (shower/toilet) **for one person or one person with a partner.**



In-Room-Features

The apartments in the guesthouse are fully furnished and have a TV, Wi-Fi and a telephone for free calls within the UPB network. The kitchenette is equipped with an induction hob with two cooking plates, microwave, fridge, kettle, cooking utensils, crockery and cutlery.

Two sets of bed linen, shower towels, hand towels, tea towels and bath mats are provided and can be washed and dried free of charge in the in-house laundry room. Washing powder, dishwashing liquid and cleaning products must be purchased by the guest.

The small apartments (single) have a single bed; the large flats have a double bed (160x200).

Please note: Extra beds or mattresses **cannot** be added. It is **not** permitted to keep pets, bring in furniture including exercise equipment (e.g. weights bench), air conditioning units, large plants etc. or to park bicycles or other vehicles in the flat.



Apartment Care

The **guests** (tenants) of the UPB Guesthouse are **obliged** to take care of their accommodation and to air it on a daily basis. For the maintenance of the accommodation, the University also carries out a professional basic cleaning service of approx. 15 minutes on weekdays (Mon. - Fri. from 10 a.m.). This service **cannot** be cancelled and does **not** release the tenant from the obligation to clean the flat regularly.



Cancellation

Cancellation of the reservation by the faculty is possible free of charge **up to six weeks before the start of the rental period**. If this deadline is exceeded, the rental payments for those months that fall within a period of six weeks from the cancellation date are due. After the guest has moved in, the tenancy agreement **cannot** be cancelled. The conditions for short-term rentals apply here.



Data Protection

As part of the apartment booking process, personal data is processed in accordance with the [GDPR](#).