

UPB GUESTHOUSE

HOUSE RULES

It is possible to live together harmoniously in the guesthouse of Paderborn University only if each person shows consideration for the others. The House Rules are a summary of rules of conduct for life in the guesthouse, which serve to produce a residential atmosphere beneficial to living, working and relaxing. The residents of the guesthouse must comply with the following rules:

1. On moving in to their accommodation the residents must familiarise themselves with the fire protection precautions, escape routes and alarm signals and must conduct themselves in such a manner that fires are prevented. Fire protection equipment must not be damaged or its function impeded in any way. It must not be used improperly.
2. Smoking is not permitted in the IBZ building.
3. Animals are not allowed.
4. Bringing furniture (tables, beds, shelves etc.) and bulky items such as large indoor plants, sports equipment etc. is not permitted.
5. Installing and operating private cooking hobs, washing machines, spin dryers, electric tumble dryers, cooling units, air conditioners and electric heaters as well as external antennae and satellite systems is prohibited.
6. The use of personal electrical appliances by guests is restricted. Only appliances with a CE mark and in perfect condition, i.e. without any damage or defects, may be used. Any damage caused by improper use or by the use of electrical appliances that do not comply with the above conditions are the sole liability of the guests. It is recommended that guests have civil liability insurance.
7. The attachment of hooks, screws, nails, adhesives and similar to furnishings, windows, doors, radiators, walls, etc. is not allowed.
8. Placing objects, items of furniture etc. in the corridors, on the stairs, in the common rooms, etc. is not permitted. It is also forbidden to affix posters, wall hangings etc. in these areas, unless special surfaces have been provided for this purpose. Attaching flags, banners, insect screens, plant boxes or similar items to the windows or façade is not permitted. The curtains at the windows of the guesthouse can be used for privacy and for shutting out light. Other materials such as newspaper, silver foil etc. must not be used to obscure the windows.

9. Bicycles may be stored only in the outdoor areas provided for this purpose. They may not be stored inside the guesthouse (e.g. in the corridors, residential rooms, basement, etc.). If this rule is not complied with, the university staff are authorised to remove bicycles. Paderborn University accepts no liability for bicycles.
10. Vehicles must be parked only in the car parking areas of Paderborn University. Violations - in particular if access for emergency services vehicles or delivery or waste disposal vehicles is obstructed - entitle the university to have the vehicle towed away at the owner's cost. Paderborn University accepts no liability for the security of vehicles.
11. The entrance doors are not to be left open.
12. Unnecessary noise must be avoided. Audio devices, for example, should be operated at low volume to be audible only within the room. Particular consideration must be shown between 10 pm and 8 am. Making music is not allowed in the guesthouse.
13. Every resident is obliged to use water, electricity and heating economically. When leaving the room, the window must be closed. Refrigerators must be cleaned regularly and defrosted at least once every four weeks. Reorganisation of the apartment furniture is not permitted, as is the use of items of private furniture.
14. Washing machines and tumble dryers in the central laundry room must be cleaned immediately after use if necessary and may not be used between 10 p.m. and 8 a.m. due to noise.
15. Paderborn University is anxious to reduce waste disposal costs and therefore provides facilities for separating waste materials. The tenant expressly undertakes to comply with the existing measures and to separate waste materials. The waste disposal containers for glass, paper and cardboard must be used for this purpose.
16. Water damage, damage to property, pest infestation and other malfunctions must be reported to the university without delay.

Acute technical emergencies should be reported to the caretakers in room H0.107, phone +49(0)5251 60-2972, Monday - Friday from 7 am - 9:30 pm and Saturday from 7 am - 1 pm. In **urgent** cases, outside these hours, as well as on weekends and public holidays, please contact the Security Service (Wachschutz) in the university foyer and/or the Control Room on +49(0)5251 60-2878.
17. Broadcasting licence fee: In Germany, tenants are generally obliged to pay the statutory broadcasting licence fee for their flat. The landlord points out that if the tenant is obliged to pay the licence fee, it must be paid directly to the ARD, ZDF and Deutschlandradio licence fee service (GEZ). **Please note:** Only applies to persons who are registered with the city of Paderborn.