

House Rules

We appreciate that you have chosen to stay at KOLPINGHAUS, and hope that you have a comfortable stay!

Please be considerate of your fellow residents; to make the experience enjoyable for everyone, it is important to follow the house rules:

Please take care of the furnishings; you will have to pay for any damages you cause.

Key:

After paying your deposit and the first month's rent, you will receive the key to your room.

This key also opens the main entrance door, which is locked after 10 p.m.

(The second entrance door is also locked at about 10pm) You will also need your key for:

- a) using the elevator
- b) taking the stairs (the green door to access the stairs is kept locked)
- c) for the door of your room, a storage closet in your room, and a storage cupboard in the kitchen for your groceries.

It is strictly forbidden to let someone else use your key.

If you lose your key, report it immediately to management; you will be charged for its replacement

Smoking:

Smoking is strictly **forbidden** in the entire house.

Refrigerator:

We provide refrigerators in each common kitchen, but do not take responsibility for your stored food.

It is, however, possible to rent a lockable refrigerator (which involves a key deposit and a monthly payment); for details, inquire with reception on the ground floor or check our home page.

Visitors/Guests:

You may have visitors between 9 a.m. and 10 p.m. to the common areas, or to your room as long as your roommate agrees.

Please make sure that your visitors comply with the house rules; visitors may only enter the house while accompanied by you, and you are responsible for them and their actions.

However, visitors may not stay in your room overnight.

If you break this rule, your rental contract will be immediately ended and you will have to move out!

If you do want a guest to be able to stay overnight, please let us know in advance so that we can reserve the guest room for you.

For price information and availability, please contact reception.

Quiet Hours:

To help everyone have a restful evening, please observe quiet hours between 10 p.m. and 7 a.m.

This means everyone should behave quietly throughout the entire house, particularly in the hallways.

Please keep the volume down on your radio/TV/computer, Skype and telephone conversations.

Be careful to open and close windows/doors/closets quietly, and don't sing or play instruments.

Pets are not allowed.

Please keep the common kitchens clean!

Wash and put away your dishes right after cooking. Be sure to also wipe down the oven, table, and working surfaces; sweep the floor; and throw the garbage in the garbage can.

The rent must be paid in advance: at the latest, on the 1st of each month.

Refrigerators, heaters, cooking appliances, etc. are NOT permitted in your room.

Musical instruments are allowed during non-quiet hours, provided that they don't disturb others.

Please be considerate!

Please lock your room while you are absent.

We do not take any responsibility for the loss of your things.

You should bring your own bed linens. If you don't have any, inquire with reception in advance about renting bed linens.

If you do not sleep with bed linens, you will be charged for cleaning the mattress, blanket(s) and pillow.

Irons, ironing boards, drying racks, brooms, mops, and vacuums may be checked out at no cost from reception.

Please return these items as soon as you are finished with them, so that other people may borrow them as well.

We have two laundry rooms where you can wash and dry your laundry.

You need to reserve times in advance by contacting reception.

In case of fire, please follow the rules provided to you.