

## HOUSE RULES

Every person living in a guest house should be able to feel at home and to work and study without disturbance.

In the interests of living together harmoniously and with reference to § 4 of the tenancy agreement, the tenant should avoid causing any disturbance or annoyance to other tenants. Thus the respectively valid version of the following regulations and any further rules subsequently laid down by the landlord must be observed.

### 1. Quiet hours

Living together in the guesthouse means being particularly considerate as families with children also live here. Quiet hours must be observed from midday to 3 pm and from 10 pm to 6 am. Please behave in a way that does not disturb other residents.

### 2. Smoking

Just like the other buildings on the university campus, the guest houses, including all the guest apartments, are non-smoking. We should like all our guests to feel at home, smoking is therefore strictly forbidden in the buildings and apartments.

### 3. Accommodating other persons

The apartments are let solely to accommodate the individuals named in the tenancy agreement. Allowing others to stay in the apartment or lending the key to others is not allowed without the express consent of the landlord.

### 4. Keys

Every tenant is given keys to the entrance door and the door of the apartment as well as a letter box key. Additional keys can be borrowed if required. In case a key is lost or damaged, the tenant is responsible for the costs of replacement and securing the building.

### 5. Due diligence

Every tenant is obliged to treat the apartment, furnishings and equipment with care, to only use them for the purposes intended, and to prevent loss, damage or uncleanliness. The tenant will be responsible for any damage to walls caused by fixing items of decoration. The use of screws, nails, drawing pins/thumbtacks and the like on cupboards, doors, and in the bathroom is not allowed.

The tenant is obliged to use water, electricity and heating in an economic fashion.

Upon moving in, the tenant must take inventory and fill out the checklist. Any existing defects or damages must be reported immediately to the janitor within 24 hours. The tenant must then confirm by signature that the apartment is in the state of repair and order recorded.

### 6. Ventilation

Tenants are requested to air the living accommodation regularly, especially after using the shower to prevent mould from forming. Opening the windows for 5-10 minutes each day is necessary.

### 7. Cleaning / Hygiene

The tenant must ensure that the apartment and the entire complex are kept in good order. Responsibility for the regular cleaning of the apartment as well as for the prompt and proper removal of waste/garbage lies with the tenant. In order to prevent damage (like mould) to the bathroom areas due to damp walls, the tenant must ensure that the tiles are not left wet for a long time after showering. Fridges/iceboxes, ovens and hobs must be cleaned regularly. Any special cleaning required will incur charges.

### 8. Windows

The windows should be closed when leaving the apartment.

### 9. Laundry

A washing machine, dryer and drying room are available in the basement. The washing machines and dryers in the central laundry room must be cleaned immediately after use (removal of any detergent spilt). Tenants are requested not to wash and dry their laundry in the apartments. Washing coins are available for the washing machines in the Uni-Forum. For more information, please visit the Uni-Forum website.

### 10. Pets

Pets are not allowed.

### 11. Additional furniture or kitchen equipment

Tenants are not allowed to put any additional larger pieces of furniture (bed, cupboard, desk etc.) or additional household appliances (e.g. washing machine) in the apartment unless the landlord has agreed in advance. It is also not allowed to move the furniture inside the apartment.

### 12. Heating

During the heating period (1 October to 30 April), the apartments are heated continually, during the remaining period they are heated as necessary. Tenants who are vacating their apartments for extended absences (e.g. holidays/vacations) are requested to turn the radiator thermostats down to 1.

### 13. Fire safety

Fire safety is an important requirement in the guest house. After moving in, the tenant must inform him- or herself about fire safety provisions, escape routes and how to raise an alarm, and avoid any behaviour likely to cause fire. Fire protection equipment must not be damaged, removed or tampered with in any way. Improper use or removal is strictly prohibited and will result in early termination of the tenancy agreement.

### 14. Pest control

Pest infestation must be reported to the caretaker immediately.

### 15. House inspections

The caretaker will regularly inspect the room/apartment to check on the state of repair and order, to ascertain whether there is any damage and to deal with it. The tenant will be notified about the visit in advance. In cases of acute danger, the landlord may enter the apartment without prior notification and in the absence of the tenant. In such an event, the tenant will subsequently be informed about the reasons for entering the apartment.

16. Waste disposal

Waste/garbage must be disposed of in the respective marked containers. Corresponding information on waste separation is available on the website of the guesthouse and from the Bochum Environmental Service (<https://www.usb-bochum.de/info-service/abfallberatung/#infomaterial>).

Bottles and glasses are to be disposed of in the containers provided in the area for this purpose.

17. Registration and de-registration

If a stay is longer than three months, the tenant is required by law to register moving in or out of an apartment at the Bochum Residents' Registration Office. This also applies to family members.

18. Barbecues

The use of barbecues (charcoal grill or electric grill) on the balconies is not allowed.

19. Departure / House inspection

Tenants are requested to vacate their flats by 10 a.m. at the latest on the day of departure at the end of the month. The rooms are to be left broom-clean, personal belongings removed as well as disposal of waste. The refrigerator must be empty. The key should be handed over to the caretaker or placed in the letterbox. After moving out, the caretaker will check the flat. Any damage caused will be deducted from the deposit.