

# **House Rules**

## **for the residential complex Weinberghof 5/5a Nordhausen of Studierendewerk Thüringia**

### **§ 1 Mutual Respect**

1. Every house resident is responsible for the maintenance of general security and the compliance of the current legislative provisions. They are obligated to assure that the night time peace (10 pm. – 6 am) is preserved and have to arrange their stay in such a way that the mutual consideration of the residents enable them to live and study undisturbed. This means that disturbances of one's fellow occupants are to be restricted to only the unavoidable cases and a moderate room volume is to be kept.
2. In regular intervals (once a month) there will be punctually announced patrols in the dormitories by employees of the Studierendewerk with the support of the college.

### **§ 2 Legal Restrictions**

1. Each tenant is obligated to keep the legal reporting regulations, especially the registration and cancellation at the responsible citizen registration office within a week after moving in or out.
2. The owner or user is responsible for the technical operating security of the devices. It is recommended to have private electric devices checked every 2 years for safety reasons, (complies with the VDE). The installation of additional outdoor antennae, satellite and radio equipment on balconies, house facades, roofs as well as windows is prohibited. The security of protecting high-quality technical devices from loss or damage is to be guaranteed.  
The Studierendewerk does not guarantee any insurance coverage for private property.
3. Thefts are to be reported immediately to the police and to the person responsible for leasing.
4. According to the town regulations, it is only permitted to hang up laundry on one's balcony within the occupied area.

### **§ 3 Economic Efficiency**

1. The careful and considerate treatment of the buildings, facilities and resident complexes as well as the conservative use of water, electricity and heating prevents unnecessary cost increases. Any (willful) damage to the buildings or the inventory will result in an inevitable increase in rent.
2. Extracting water to wash one's vehicle is not permitted.
3. House tenants are forbidden to set up private washing machines, dryers, refrigerators. The machines provided by the landlord are there for the tenant's use.
4. All facility objects of the community shared rooms must remain in those rooms.
5. Sanitary rooms (such as bathrooms, toilets, showers and so forth), kitchens and other community facilities are only available for the use of the house occupants and are to be cleaned after their usage.
6. Exercising a business activity, for example the sale of goods, is prohibited in the student dormitories.

## § 4 Key Regulations

1. The residents will be given the necessary keys for the house door, one's room and their mailbox. The tenants are responsible for the safety of their key themselves. Giving one's key to a third party is to be avoided. The house doors are kept closed at all times.  
Losing one's key is to be reported immediately to the janitor or his representative.
2. The tenant is not authorized to have any additional keys made. It is prohibited to install one's own locks in doors, which are secured by a locking system.

## § 5 Order and Cleanliness

1. The refrigerators are to be cleaned thoroughly regularly and must be thawed out from time to time. During the monthly patrols a test will be done to see if these requirements have been implemented. If a tenant is going to be absent for a longer period of time, their refrigerator is to be emptied out completely, thawed out and left open after pulling the cord out of the electric socket.
2. Garbage is to be disposed of regularly and in an orderly manner. For recyclable trash, the containers for reusable material are to be used. The locations for these places will be made known to the tenants after completing the tenancy agreement.
3. All facility objects are to be used with care. They may not be switched between rooms or removed from them. Any damages done or losses made by using one's housing other than the way intended (for example: storing items on the balconies) will be paid for by the tenant.  
The inventory and devices left for the use of the general community are to be used with care and should be cleaned after each usage.  
One should especially take care to turn off the electric oven and stove plates as well as the gas stove.  
The use of private cooking plates is prohibited.  
In case of any drain blockages the janitor is to be notified.
4. The tenant is to care for the order and cleanliness of their room and in all of the designated rooms and areas made for communal use.  
It is the tenant's own duty to clean their own room/ apartment/living area, including their bathrooms, corridors and kitchens.  
After moving in, the tenant can receive all the essential information pertaining to cleaning and handling with the appropriate cleaning products from the janitor.  
The tenants of each apartment are to create a cleaning plan monthly.  
If despite their monthly cleaning plan and fulfilling their cleaning duties, the tenants cannot keep up, the Studierendenwerk will hire an outside cleaning company.  
Circulation areas such as staircases, main corridors, and so forth, as well as sanitary communal facilities will be cleaned by external companies under contracts. The sufficient ventilation of all rooms is to be kept in mind.  
The tenant has no claim to a specific cleaning cycle.  
Community rooms, staircases and corridors are not storage areas and should not be used as such. The residents are asked not to store any objects such as shoes or other items in front of the apartment doors, or alternatively in the main corridor area, as this serves as a hindrance to the cleaning company.  
The tenants, themselves, are responsible for regularly cleaning and keeping their curtains and windows clean.
5. Community rooms, staircases and corridors are not storage areas and should not be used as such.
6. Walls, doors and facility materials in the residential complex may not be damaged by nails, screws, thumbtacks, glue, scotch tape or similar items. In order to avoid damages, the janitor should be asked before using a hammer drill.

7. Thermal energy is to be used carefully. When outside temperatures reach below 0°C Celsius and in stormy weather conditions, the windows are to be kept closed except for brief ventilations. During absences the windows must always be kept shut.  
Any frost damages will be paid for by the tenant, if they caused the damage by closing the heating ventilation (under frost protection level) or by opening the windows.

## § 6 Sickesses

Sicknesses of house residents, dealing with bed-confinement or the risk of infection, are to be immediately notified by a doctor. The doctor will then decide about the patient's possibility of staying in the dormitory.

## § 7 Other Regulations

1. The house rules will be exercised by the executive director or authorized Studierendenwerk staff members.
2. Every house resident is compelled to regularly read and keep the notices of the Studierendenwerk in mind.
3. Private advertisements, messages or event notices of any kind may only be hung up at designated locations upon previous agreement with the housing administration department.
4. Each resident is recommended to take out a household insurance and a personal liability insurance against any possible claims for damages, which may come into being through the tenancy agreement.

## § 8 Important Fire, Security and Hygiene Regulations

1. Immediately after moving into a student residence, each resident is to inform themselves of the housespecific alarm and evacuation procedure, the location of portable fire extinguishers and the escape route.  
The tenants of the residential complex will be instructed by the janitor or person responsible for the leasing how to operate the available technical equipment, such as the fire extinguisher, electric cooker, extractor hood, refrigerator and washing machine.  
The instruction will be documented in writing. This protocol will be included as a part of the tenancy agreement.
2. Private technical equipment may – as long as no further prohibitions of usage exist for other reasons – be operated, if they meet the technical standards as well as the accident prevention- and fire prevention regulations. The obligation to comply with these regulations is equally the responsibility of the owner and the operator.
3. Structural modifications to the leased property by the tenant are prohibited.  
Interferences with electric house installations (for example: extensions, renovations, installing private lines, repairs, etc.) by the tenant are not permitted. Lamps and light fixtures may not be assembled with light bulbs of higher performance than foreseen and may not be decorated or covered with flammable material.  
Self-installed or technically incorrect or rather incorrectly used lines and equipment will be removed and made secure without compensation at the expense of the installer or the user.  
The tenants have to arrange for the replacement of electric lamps in the dorm rooms themselves.
4. Smoking in public areas (staircases, corridors, entrance zones and community rooms, etc.) is strictly forbidden.
5. If someone is to smoke in the living area, tobacco remainders, burning cigarettes, matches, etc. are only to be laid down in non-flammable containers. Ash trays may not be emptied into flammable containers. Smoking in bed is strictly forbidden.

6. Candles may only be used if they stand on a tilt resistant, non-flammable base, which excludes the possibility of causing a fire. At least 1 meter distance must stand between the flame and flammable material or components. Burning candles must be supervised at all times.
7. The costs for a fire alarm caused by a culpable act of the tenant will be paid for by the tenant, themselves.
8. To guarantee the functioning and technical security of the technical equipment, installations and systems (for example: heating systems, call and signal systems, gas distribution and usage systems, etc.) no interferences or changes may be carried out by unauthorized persons. The conditions of use are to be strictly maintained.  
In case of operational trouble or defects, you should contact the object-specific designated bodies or rather designated contact persons.  
For this purpose, the posters in the display cabinets are to be taken notice of.
9. The tenant is forbidden from occupying or rearranging rooms or places other than those given or left for him to use. This especially counts for the parking of bicycles and automobiles. Vehicle parts of any sort as well as fuel may not be worked on, parked nor stored in the dormitory.  
Emergency exits as well as fire department access roads are to be kept clear by all means!
10. Each resident has the obligation to tolerate and support pest control procedures. Tenants will be given notification of procedures that must be carried out in due time. The rooms, and furthermore, the apartments are to be prepared by the residents in such a manner that the pest control procedure can be carried out without any disturbances.
11. In the dormitory buildings, it is prohibited to keep house pets and small animals, with the exception of individual small animals such as birds and ornamental fish (amongst a few others), which can be kept in suitable cages. For these exceptions, the tenant is required to first receive a statement of approval from the caretaker and any roommates.
12. It is not permitted to store or use any type of weapons in the dormitories.

## **Final Provisions**

1. In addition to the state and municipal control and security authorities, the director of the student accommodation department as well as the employees hired by them as firefighters may enter the tenant's apartment even in his absence in order to run fire protection and security controls. Without prejudice, they have further rights and obligations as well as the right, from other statutory provisions, to collect improper equipment in addition to other objects causing or representing fire hazards, if necessary. Regarding the personal property of residents, besides receiving a warning and fulfilling the request to remove the fire hazardous items from the house, a safeguard against further use can follow. For this purpose, the tenant will receive written notification.
2. In case of violations against the house rules and the laws, regulations and instructions for the student dormitories, criminal, regulatory or material and tenancy related consequences can be enforced. Causing fires, accidents and damages, or rather bringing upon such hazards or even rough or repeated violations against these valid regulations can lead to the termination of the tenancy agreement.

**The house regulations have been effective since 01.01.2019.**

Dr. R. Schmidt-Röh  
Executive Director