

# House Rules for Residence Halls of the Studentenwerk of Saarland e.V.

Approved in the meeting of the Executive Committee on 29.01.1974

With changes:

26.06.1981, 01.08.1994, 18.06.2001, 27.10.2003, 10.05.2010, 13.12.2010

## Instructions on arrival

➤ Upon moving in it is the responsibility of the tenant to report to the landlord to receive keys. The tenant should also make sure that everything in their residence is in working order and report any discrepancies to the landlord so that there is to be no dispute regarding the condition of the residence upon moving out. The tenant is given a week after their move in date to report any such discrepancies to the landlord.

➤ A deposit of between EUR10 and EUR25 per person will be collected for house, room, and mailbox keys. Should any of these keys be lost, the tenant must pay a fee of EUR50 for each key to the main house, EUR16 for each room key, EUR11,50 for each mailbox key, and EUR3 for any additional keys. These amounts will be used in order to change the necessary locks.

➤ A deposit for the final cleaning of your room or flat is also required. A deposit of EUR60 is charged for a study bedroom, for a one-person flat, or per bed in a two-room flat. The deposit for a two-person flat or for an entire two-room flat is EUR100; the deposit for a family flat is EUR120.

➤ If a room or flat has been occupied by a tenant who smokes, the Studentenwerk will charge the tenant for any necessary additional cleaning or painting work that goes beyond the normal renovation procedures carried out when the tenant vacates the room.

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## Instructions on departure

It is the responsibility of the tenant, upon moving out, to completely clean out the room including the refrigerator and the closet. The room should be left in the same condition it was in upon move in (it has to be cleaned wetly). In the presence of the tenant, the landlord or an official from the Studentenwerk will make note as to the final condition that the tenant has left the room and make sure that all amenities are present. The tenant is responsible for registering their departure with city officials as well as the post office upon departure from the residence.

## Security

For security purposes, the tenant must always lock the door to their room when leaving. The main entrance will be locked between the hours of 22:00 – 7:00.

## House Behaviour

### Use of the University HORUS Network

The tenant will receive notification of the rules and regulations for using the University's Network system: HORUS. Upon breach of these rules will the tenant's access to the network be immediately cut off by the landlord.

### Miscellaneous

➤ Tenant interference in the electrical, water or gas supply of the residence is forbidden. Any damages must be immediately reported to the landlord or an employee of the Studentenwerk.

➤ **It is also the responsibility of the tenants to regularly clean their rooms and common rooms and/or not to interfere in the cleaning of these areas.** It is the responsibility of the tenant to take care of any additional mess or contamination of the residence outside of their room. Tenants will be advised as to any planned cleaning to be taken place in their rooms and must allow access into their room after 9:00 on the given day.

➤ **Beds are only to be used with appropriate bed linens, including sheet, blanket, and pillow case. The bed linens should be regularly cleaned, every 3 weeks at the minimum, in order to ensure cleanliness. Animals are not permitted in the residence.**

➤ Room furnishings and amenities should not be traded between tenants.

➤ Every tenant and their guest(s) should avoid, under any circumstance, excessive noise or disturbances, that may disrupt the residence and/or other tenants. The quiet hours of the residence begin at 22:00 and end the following morning at 8:00.

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### Electricity, Water & Gas Consumption

Excessive use of electricity, water and gas is not permitted. In addition, the use of electrical devices --- outside of mandated broadcast radio and television, computers and printers, music players, DVD players, mobile phones, standard and desk lamps, hairdryers, electric razors, toothbrushes and the usual minor devices (such as water boiler, toaster, hand held mixer), as well as hoovers --- is not permitted. Exceptions must be approved by the Studentenwerk. In case the fridge belongs not to the basic equipment, it is not allowed to have one in the room. Flammable devices are under no circumstances permitted. In all cases you can only use equipment which has a GS logo.

### Disease

In case of an emergency or the suspicion of contagious illness, immediately notify the Studentenwerk so that medical assistance can be provided. The caretaker, and in some cases the Hall President, should be notified of illness or any accidents that occur in the residence so that medical assistance can be provided as soon as possible.

### Use of Common Rooms and Amenities

Use of common area's and amenities such as washer/dryer facilities, baths, and showers, are for the exclusive use of the tenants of the residence. It is not permitted to allow use of these facilities to any outside person(s).

It is also forbidden to allow unknown people accommodation in the rooms of the Residence. The landlord must be notified immediately in the case of an exception.

### Offences against House Rules

Breach of these house rules will be dealt with as follows:

➤ First offence: a verbal or written warning will be issued to the tenant by the Studentenwerk.

➤ The House governing committee will be notified of the offence.

➤ Further offences will result in termination of the rental agreement.