The Guest House Administration of the House “IBZ Seerhein”
welcomes you and wishes you a pleasant stay

So that you may feel “at home” as soon as possible, as well as for the avoidance of conflicts, you will find in the following some advice and rules of conduct.

The guesthouses were built for research fellows, visiting scholars and visiting lecturers. A trusting household, both between the tenants, and between the tenants and the university as landlord, is essential for the stay and life in the houses. To a great extent, there must be consideration from all inhabitants of the house. These House Rules are intended to serve as a written reminder for this purpose.

Therefore, we ask the furnishing and the apartment provided to the tenants to be treated properly and carefully, so that many guests may yet benefit from this guest house. The following self-evident rules and suggestions are nevertheless necessarily mentioned here for the protection of both the tenant and also the landlord.

Ms Rothe, the person who looks after the guest houses, is at hand on the spot for any questions you may have. Please refer any other questions you may have to Ms Groß-Blanke, Tel. 07531 – 88 2159, in room B604 at the university. If you would like an appointment for a conversation, please make one beforehand by sending an email to the Guest House Administration (gaestehaeuser@uni-konstanz.de).

Keys

You will receive the keys either directly from Ms Groß-Blanke or in agreement with the Welcome Center. The house is to be kept locked at all times as protection of the house and its furnishings. A transponder will be provided for your guestroom, the storeroom for bicycles, and the garbage and laundry rooms. In case of a longer stay you will also receive a mailbox key. Please mind that in the interest of security, the Guest House Administration is to be immediately informed in case a key is lost. The costs for the replacement are carried by the tenant.

The address is
Karl-Einhart-Straße 6, 78467 Konstanz

Use of the communal kitchen

Please note and follow absolutely the posted kitchen-rules of the communal kitchen!

Internet

The guest house has Wi-Fi.

Laundry

The beds in the rooms are to be covered by bedlinen. Replacement bedlinen as well as towels and dishcloths are in the cupboard. We request the guests wash white clothes separately from color clothes. You are liable for damages should the bedlinen discolor or change colors.

Bus connection to the university

From the bus stop “Zähringerplatz” or “Sternenplatz” with the bus line 9 A/B or C directly to the university.
**Washing and drying**

All tenants are able to use the laundry room which is equipped with: one washing machine and one drier. Please follow the operating instructions and indications for the respective machines found in the laundry room. The machines must be turned off after use; the water supply has to be closed. It is the respective user's responsibility to clean the machines (i.e. removing soap powder and any other dirt), the filter screen of the drier and the room. On weekdays, the administration has absolute precedence. Please purchase your own washing powder and (if necessary) fabric softener. Washing and drying clothes is not permitted in the guestrooms as the rooms are not equipped for that (ventilation, installation, etc.).

**Bicycles**

Bicycles are to be parked in the designated storeroom for bicycles, which is to be kept locked.

**Parking**

In the guesthouse IBZ Seerhein there is a limited number of underground parking spaces, if you need a parking space, you should specify this prior to your arrival already. If you have not reserved a parking space, you can park in the designated areas outside the guest house.

**Maintenance and Upkeep of the Property**

You are responsible for any cleaning that becomes necessary during the rental period. Your room has all equipment necessary for cleaning. We request you buy your own cleansing agents. Please make sure the cleansing agent is environmentally friendly and gentle.

Nails, hooks, etc. may not be hammered or otherwise put into walls, doors or any other furnishings. Also adhesives shall not be used on furniture and walls. Should repair work be required after moving out, the tenant will be charged for this.

Moving furniture around is impermissible. If the guest house management has to put the furniture back to its original place, the guest has to pay the expenditure of time.

It is also impermissible to move interior furnishing outside or to use objects from the apartment outside the house. Damage in the guestroom or on the furnishing is to be reported immediately to the Guest House Administration.

The blinds protect only against the sun. In case of rain they must be retracted so that they are not damaged.

**Order and Safety**

Every resident of the guest house is obliged to register with the city of Constance at the residents registration office "Bürgerbüro" within one week of arrival. Registration is free of charge. **Please don’t forget to cancel the registration at the “Bürgerbüro” before you leave Constance.**

A ban of smoking exists in the guest houses. In the case of noncompliance, necessary repainting will be done at the expense of the tenant. In order to prevent fires, easily flammable objects may not be stored in the guesthouse. In the case of an open fire, the basement and cellar area may not be entered.

Please only open the windows when the radiators are turned off. Please close the windows when leaving your room. At night, in absence and in case of a storm, windows and doors have to be firmly closed.

The electrical power of the house is 230 volts. In case you will be absent for more than three days, please turn off all the electrical devices and please inform the Guest House Administration.

Make sure to clean the kitchen after every use.
To facilitate the job for our staff, take care to clean the stove, oven, pots and sink immediately after cooking.
If you reside longer than half a year in the guest house, the freezer compartment must be thawed out from time to time so that it does not freeze.

The sanitary facilities as well as the shower are to be sufficiently ventilated after use (please open – do not merely tilt – the windows).

The sanitary facilities in the rooms must be cleaned by you and kept tidy. To prevent mold formation in the shower, clean the tub and dry the surface after every shower. If you have questions regarding cleaning products please contact the Guest House Administration.

If you use electronic devices, that do not belong to the interior of the house, they must be in accordance with BGV A3 (Berufsgenossenschaftliche Regulation) tested and marked with a corresponding test certificate.

The RCD and the smoke detector must be checked all six months if this function properly.

**In Germany, out of consideration for the environment, considerable importance is attached to waste disposal.**

The garbage room is on the right side of the entrance-door of House Karl-Einhart-Str. 4 and is accessible for every guest with his transponder. The bins of the university are marked with “Karl-Einhart-Str. 6”.

Several garbage containers can be found and are regularly emptied. Bulky material should be reduced or cut up. The containers are to be used in accordance with their purpose. You will find:

- green containers: paper, cardboard, cardboard boxes/cartons (please reduce their size)
- brown containers: bio-waste
- yellow sack: recyclable waste (plastics, packaging, metal)
- black containers: for any other waste

There are separate public containers for glass. Please use our recycling system. The waste glass container see next to the mosque at Media Markt.

**Miscellaneous, Emergencies, Landlords’ entering the rooms**

The administration of the guest houses has keys to all doors, for their own sake as owners as well as in their tenants' interests. These keys will, of course, only be used in emergencies (e.g. fires) as well as in other very urgent official circumstances.

The Guest House Administration endeavors to inform all affected tenants in advance of the entrance in their room and to give them the possibility to be present if entrance is necessary (for instance for repairs, etc.).

An infringement of the House Rules is a breach of contract and, should this breach occur again, the landlord is permitted to immediately terminate the contract.

In case of emergency (theft, break-in) or with technical disruptions (water leakage, heating breakdown, electrical issues) immediately contact the Guest House Administration (Tel. 88 2159) or the I-Punkt (central control center) of the University (Tel. 88 2699).

Please report any damages seen, even if these are outside the apartment, to the Guest House Administration.

Emergency telephone numbers for the
Police: 110  Fire Department: 112  Physician: 112
Behavior in case of fire

What to do if there is a fire in the guesthouse

- Escape into the stairwell
- Warn cohabiter
- Leave the house
- Phone emergency (112)

In blocked escape route

- Close the door
- Louvre under the door seal (for example with a lanket..)
- Wait at the window to firefighters

Departure

Upon your departure, please leave your guestroom as tidy and clean as it was when you entered it. Please take care to remove any garbage, newspapers, bottles, etc. before leaving. If this is not done, we will have to charge you for the disposal.

Please contact the Guest House Administration approximately 2 weeks in advance of your departure to discuss the details of your move. Departure occurs on the day of departure until 12 a.m.

Please return the keys to the Guest House Administration or Guest House Assistance.

Please inform the administration early enough (at least 6 weeks in advance) should you wish to depart earlier.

Help and Information

Guest House Administration
Constanze Groß-Blanke
Universitätsstraße 10
78457 Konstanz
Tel.: 07531 88-2159
Gaestehaeuser@uni.kn
Room: B604

In serious emergencies, you can reach the I-Punkt (central control center) of the university at this number: (07531-88 3131)
Inventory list
Guest House IBZ Seerhein
Karl-Einhart-Straße 6
78467 Konstanz

Dear Guests,
please check the inventory of your guestroom upon entry and tick this list off. Please give this list to Ms Rothe (in person on-the-spot or in the mailbox of the guest house management) or to Ms Groß-Blanke (office B604). You must replace anything that is missing at your departure.

<table>
<thead>
<tr>
<th>Object / device</th>
<th>Amount</th>
<th>Available / missing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bathroom</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>bath mat</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>laundry basket</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>washroom garbage can</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>water squeegee</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Living room</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>paper bin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>television</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>clothes hanger</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>coffee cups</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>drinking glasses</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>dustpan + broom</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Towels + Bed Linen</strong></td>
<td>1 set</td>
<td></td>
</tr>
<tr>
<td>doormat in front of the door</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

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I have read and taken note of the current House Rules and the inventory list.

**Signature / Guest**

Please send the signed House Rules/Inventory list, together with the (Mehrfertigung) tenancy agreement back to the Guest House Administration.