



# **Kolpinghaus Leopoldstadt**

## **House Rules**

### **and Information**

### **for residents of full age**

### **Welcome to Kolpinghaus!**

We are glad to offer you a room at our Kolpinghaus and we hope that you will enjoy your stay.

This Kolpinghaus provides a living area and accomodation to all students, pupils and working people of 18-30 years of age.

In order to keep living together in a community pleasant and without any conflict, we kindly ask you to read the following information and abide by the regulations specified in our House Rules.

We hope that you will be able to establish friendships and contacts and wish you a lot of success in the realization of your projects and goals

For any further queries and suggestions do not hesitate to contact us!

Best regards

House Management

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## **1.Reservation/Registration**

Upon receipt of the completely filled-in application form and all required documents, applicants will be contacted in regard to the availability of rooms. Please notice that a room can be reserved only recently after deposit payment in the amount of EUR 400/800. Upon your moving in, this sum will be preliminary retained (see Point 4 Deposit). We wish to point out that the reservation fee of EUR 100 will be charged in case of room cancelation prior to your moving in. If you are not able to occupy your room due to study place rejection, the reservation fee will be reduced to an amount of EUR 25. In this case a written confirmation from the High School/University is required-many thanks!

## **2. Interior furnishings**

All apartments in our House are fully furnished. In each apartment there is:

- a living room with 2 beds, 2 blankets, 2 pillows, 2 wardrobes, 2 desks with chairs, a dining table with 2 chairs
- A kitchenette (without crockery) in the living room with 2 stove tops, refrigerator and microwave oven
- a bathroom with a shower and WC
- a lobby
- a storeroom

Bed linen, towels and crockery are to be taken by residents, but the first two can be provided (against a fee) if available

## **3.Room allocation**

Rooms are generally allocated for the duration of an academic year from september till the end of july. Already early in the year residents will be questioned whether they want to occupy their living place in the following year. Timely reservation confirmations by the residents for the upcoming year will treated with priority.

Depending on the availability, rooms can be allocated also on a monthly or yearly basis, if required.

Rooms are allocated by responsible employees of Kolpinghaus. Through the allocation of a place of residence, no rental agreement is concluded in terms of Tenancy Law, but an accommodation agreement. Therefore a resident has no legal entitlement to a specific room or property. For the same reasons, a resident is also not entitled , in case of residence termination, to reren the room on his/her own.

#### **4. Deposit/Repayment**

Deposit amounts EUR 800 for the whole apartment and EUR 400 for a place in an apartment.

Please take care of the inventory of both the room and the house! The deposit will be refunded in full if the room is handed over in orderly and undamaged condition and if there are no other financial liabilities towards Kolpinghaus. For damages and losses in two-bed rooms the residents undertake alternate liability. The handing over of a room when moving in and out will be done through a written record. The record will be confirmed and the room key transferred by an employee of the House.

The orderly delivery of the room includes meticulous cleaning and waste disposal into the respective garbage cans. If the room is returned in a dirty condition, the resident will be charged for room cleaning.

When moving out, do not leave any personal belongings (electro devices, garments, crockery) behind. In contrary, the legal fee for waste disposal as regulated by law plus the costs of transportation will be subtracted from the deposit. Left items will be stored for a period of 3 months. Afterwards these become a house property without any claim for compensation.

#### **5. Notification of damages and technical defects**

Damages, signs of damages and other defects , especially with regard to electronic equipment or water supplies – must be reported at the office immediately. All damages are to be recorded by the staff and rpaid maintenance and repair.will be engineered.

#### **6. Payment/rental fee**

The monthly rent includes :

- House fee (VAT included)
- heating, electricity, water
- running costs
- Internet,

The public charges for TV, washing machine and tumbler are not included.

The monthly payment is due in advance until the 5th of each current month. In case of a late payment, a reminder fee in the amount of EUR 5.00 per week is charged.

#### **7. Municipal registration**

Within three days of moving into our Kolpinghaus the resident is obliged to register at the District Residence Registration Authorities. Both the required Residence Registration Form (“Meldezettel”) and the necessary information will be provided at the reception desk upon check-in. The administration of Kolpinghaus needs a copy of the Residence Registration Form.

Even a relocation within the house must be reported to the local district authorities according to the law.

When leaving our Kolpinghaus, a copy of withdrawal of the residence registration form has to be submitted to the administration. Please be informed that according to Austrian law it is illegal not to cancel the residence registration within three days after departure.

## 8. Moving in

Please coordinate the date of moving in with the staff in advance. Our office is open from Monday till Thursday from 7:30-16:30 and Fridays from 7:30-12:00. Upon moving in, the room key will be handed over to you, with which you can open the main entrance door, waste room, post box and room (inclusive respective ward robe). Room handing over is confirmed by the resident through his or her signature of the record of delivery, including the integrity of the inventory and its undamaged state.

## 9. Moving out

You are kindly asked to arrange the date of moving out with our staff. On the date of moving out a record of delivery will be made. The room is to be handed over in a state in which it was taken over (see Point 4 Deposit). The final day of moving-out is the last day of the month, at the latest until 10am.

## 10. Dismissal/Termination

Each party (the resident and the administration) can terminate the lease prior to its contractual end only by the end of the following month. The period of notice is one month. Terminations must be made in writing. If the resident moves out before the end of the following month, no reimbursement or deduction of the monthly payment is possible.

Violations against the house rules, abuse of alcohol and illegal drugs, unauthorized possession of weapons, theft, insurmountable obstacles of living together or any severe misconduct might result in a termination without notice. In case of a termination without notice the costs for the current and the following month have to be covered by the resident.

## 11. Fire protection/fire detectors- false alarm

Kolpinghaus is equipped with an automatic fire detection system. In case of provoking a false alarm, the causer will be charged a fee in the amount of EUR 250-800 for the efforts of the fire brigade.

In order to avoid provoking a false alarm **during cooking**, windows should be open and nothing should be left behind on the stove. The usage of additional hotplates as well as cooking and heating devices of all kinds is prohibited without exception.

Please notice the code of conduct in case of fire, which is laid out in each apartment as fire protection regulation.

## 12. Ecology (Energy resource management)

Electricity, heating, and water are to be used responsibly and sparingly.

-Lights are to be switched off when leaving the room.

-During the heating period the rooms are to be aerated by shortly opening the windows completely.

-In wintertime it is not allowed to leave the windows either open or tilted during the absence of the resident, in order to avoid heat leakage and to prevent damages.

In summertime, only tilt the windows when leaving the room (rain danger)

### **13. Waste separation/disposal**

The waste has to be disposed into the respective containers located in the waste room; principles of waste separation are to be applied. The waste should be never disposed or kept in the hallways. There are two paper containers, organic waste bin, can container, tetrapack container, plastic bottles container

### **14. (Non-)smoking**

Smoking is strictly forbidden in all areas of the House. Smoking in the rooms and hallways sets off a fire alarm (see “Automatic Fire Detection System – False Alarm”). For violating the prohibition of smoking a fine in the amount of EUR 50 will be charged. Aggravated and continuous violation might result in a termination of the lease without notice.

### **15. Communal rooms tidiness**

We kindly ask you to keep the communal areas tidy and neat

### **16. Room tidiness**

In your own interest, all furnishing must be treated with care (see Point 4 Deposit); It is neither allowed to remove furniture or parts of furniture from the rooms, nor to exchange furniture between rooms. Further, it is forbidden to remove furniture from the common areas.

### **17. Room cleaning**

Every resident is obligated to keep the room, assigned to him or her, clean. Cleaning of the public areas is done by the cleaning staff. The walls and inventory may not be damaged through the mounting of hoes, screws and spikes, through adhesives and similar. In any doubt, contact our staff!

### **18. Room access**

The management and the administration have keys to all rooms in the house. They do have access to every room in case of danger or endangerment and for the purpose of repairs or renovations. For the safety reasons or avertion of the immediate threat we reserve the right to access your room even in your absence or unannouncedly.

### **19. Electro devices in rooms**

Cooking devices, refridgerators and radiant heaters are not permitted in the rooms (see Point 12 fire prevention). Music devices are allowed but only at a sound level appropriate to the house community.

## **20. House pets**

It is not permitted to keep any animals in the house

## **21. Visits and overnight stays of external persons**

Visits are allowed between 9 and 22:00 o'clock. You are kindly asked not to disturb other residents.

Overnight stays of visitors are strictly prohibited and may result in a termination.

However, exemption permits for overnight guests (e.g. for a family member or for a friend) might be obtained with the administration in advance. In this case you are liable for any eventual damage caused by the visitor.

## **22. Nighttime peace**

Out of respect to our residents it is emphasized that night time peace is to be observed between 22 and 7 o'clock. The general sound volume should be adjusted to an appropriate level. If you should sit comfortably with your roommate, please do it with closed windows. Radio and TV should be at low sound level, it should be sung and music instruments played, windows, doors and cases are to be opened and closed quietly. This should be observed especially in the hallways.

## **23. Spare time possibilities in the house**

For your spare time management a fitness room, a table tennis room and a TV room are at your disposal in the house. Check the information sheet on site for the usage arrangements of the fitness room.

## **24. Washing machine / Tumbler**

There is a washing machine and a tumbler at your disposal in the house. Washing coins are available in the office and are charged with EUR 1.50 per washing cycle

## **25. Bicycle cellar**

A bicycle area can be used for the duration of your stay. No liability is assumed for the stored bicycles. If you want to take a bicycle with you, please inform our staff.

## **26. Liability**

Your room's doors should be locked during your absence . The House Management assumes no liability with missing objects or money.

## **27. Internet information**

Wire internet is offered in the house. There is no legal entitlement to its availability. In case of room sharing, a connection unit must be shared with your roommate. You can use a standard switch, which is to be provided by residents. The usage of routers and bridges is strictly prohibited. The download quantity is regulated by a fair-use principle. The usage of P2P services (Napster, Bittorrent..) is also not allowed, just as the operation of a server.

If your connected or configured devices cause any disturbance in the house internet supply, you will be charged with emerged expenses.

Kolpinghaus assumes no liability with the functionality of the internet or internet access. The user is responsible for all network activities, taking place through his/her connection.

There are many dangers in a broadly used network when using a common internet access. (virus, data loss, download of prohibited content, copy right infringement)

For these reasons, all users are expected to deal with this medium responsibly.

**We wish you a pleasant stay in our House.**

**Date:**

**Signatur:**