

# HOUSE RULES

## Kolpinghaus Dornbirn

Welcome to our house!

You are probably staying with us for the first time, and you will soon notice that we want to do more than simply provide "a roof over your head". We have created meeting rooms and leisure activities to encourage people to talk to each other and to strengthen the community within the house. People from different countries and cultures live together here and we want to take advantage of the opportunity to enjoy international contacts in everyday life. Take the chance to get to know people with their different cultures and customs.

The rich cultural variations and different interests of our guests mean that we have to harmonise our lifestyles to some extent, and this is described in more detail below.

To begin here is an edited version with the most important 5 points, however, please take the time to read the whole house order.

- **The latest point of paying the deposit is at the moment of your move-in. The monthly rent has to be paid up to 10th of the respective month. The period of cancellation for the room constitutes one month from the last of the current month.**
- **The living or the overnight stay of people foreign to house is not permitted. Exceptions must be arranged with the house management.**
- **In particular the time by the night's rest 22.00 - 7.00 has to be followed, so that the night's rest of the remaining house inhabitants is guaranteed.**
- **The house is protected with a fire registration arrangement. Should you release by your behaviour a fire alarm, you have to pay these costs. That's why the cooking on the rooms is forbidden.**
- **All cases of damage are to be announced immediately to the home management. Please, also those that do not concern your room.**

All conflict points which appear between people can never be solved or be prevented in written form, in addition it requires the personal conversation.

Please, apply with problems immediately to the reception or the management.

### House management

The management of the house and the restaurant is in the hands of the Chief Executive. You can turn to him at any time if you have problems which need to be solved. Guests are not permitted to give direct instructions to staff. If the Chief Executive is not present or is unavailable, the "Duty Manager" ("Diensthabender") acts as his deputy.

### Room rental and cancellation

Generally only single rooms are available to rent, in some exceptional cases also double rooms. The period of cancellation for the room constitutes one month from the last of the current month.

### Home costs

The monthly contributions for rent and catering are to be paid in advance. This has to happen in each case up to 10th of one month either in cash, with transfer or by bank transfer. With the arrival a deposit is due by the height of a month rent, as a backup for the equipment. On the day of your departure this amount is refunded if you hand over your room substantially and properly and commit the Kolpinghaus no financial obligations.

### Police registration

Police registration, which has to be within 3 days, is carried out by the house administration. According to § 3 (2) of the Registration Law, the following documents are required at the Registration Office:

Official certificates, stating first and family names, family name before the first marriage, date of birth, place of birth and nationality, e.g. passport.

### Animals

House inhabitants may not keep animals.

### Keys

- a) Each inhabitant shall receive three keys, which lock the rooms, the lockbox and the entrance door which closes at 22:00.
- b) Loss of the keys must be reported to the house administration without delay. The person responsible for the loss shall pay the cost of replacement. The keys must not be passed on to third parties, as they are part of a secured locking system. The user is entirely liable for any disadvantage or damage which may accrue to the house administration in this connection.

### Electrical equipment

It is not permitted to connect cooking plates, microwaves and heaters. The connection of electric devices has to be directed according to the regulations of the EVU. The user is liable for damages.

### Avoidance of unnecessary noise

- a) As far as possible, noise should be avoided on the walkways, in the corridors and the common rooms. This must be considered when playing music, singing and talking, and when listening to the radio or watching television.
- b) In particular, the night rest period has to be kept between 22:00 – 7:00, so that other inhabitants are not disturbed.

### Visits

- a) It is possible to receive visitors between 8:00 and 22:00.
- b) The inhabitant receiving the visitor has to ensure that the visitor behaves in accordance with the house rules and any instructions which the management or their representatives give in accordance with the rules. If visitors cause any damage to the contents of the house or the building itself, the inhabitant receiving the visitor shall be liable.
- c) Visitors may only visit and use the common rooms together with the guest receiving the visit. Use of the rooms is at the visitor's own risk.
- d) People not officially living in the house may not live there or stay there overnight.**

### Rooms

The person renting the room is responsible for keeping it in an orderly condition.

From Monday to Friday (excluding public holidays), the cleaning staff give the rooms a basic clean. However, if the staff are prevented from entering the room up to 10:30, the inhabitant loses his right to have his room cleaned on that day. It is not permitted to remove equipment or furniture from the individual or common rooms.

On leaving the room, windows must be closed and the door locked.

### Fire prevention

Smoking and handling with open fire, is forbidden for reasons of the fire prevention, but also for the thoughtfulness of non-smoking people, in all general rooms - also in the lifts-. Exceptions are marked.

The house is protected with a fire registration arrangement. Should you cause a fire alarm, you have to pay these costs.

### Kitchens

For our residents we have installed several kitchens, whose capacity is not very big and is intended merely to the preparation of small dishes. Any necessary china and cutlery must be provided by each user for him- or herself. Each user is also responsible for cleaning the kitchen and separating the rubbish. Please note that it is not permitted to prepare food in the rooms.

### Personal laundry

A coin-operated washer and drier are available for personal washing, as well as a suitable drying room. Ironing boards and irons are available.

### Restaurant

In order to offer our guests the possibility of daily contact with the public, we maintain a restaurant which is also open to outside visitors. Daily meals are taken here and opening times can be seen in the glass display case. The pricelist includes our very favourable combined offers, which you can select in accordance with your own needs.

We make every effort to offer our guests a comprehensive service, which for us means LIVING - FOOD - LEISURE, at reasonable prices and in a pleasant and comfortable environment.

### Liability of house administration

- a) The house administration (Kolpingsfamilie) is only liable to the inhabitants with regard to damage which they incur within the house and within the framework of legal regulations. Any damage must be reported to the house administration immediately in writing. Otherwise the claim becomes null and void.
- b) No liability is accepted for money, jewellery and other items of value.
- c) Use of common rooms is at the inhabitants' own risk.
- d) The house administration does not accept liability for damage which is caused by act of God or failure of energy supplies to the house. This particularly applies for damage to and loss of data from personal computers.
- e) The car park is used at the inhabitants' own risk. The car park regulations must be observed. Each inhabitant will be allocated a parking space, if available. Any vehicles parked illegally shall be towed away at the cost of the owner. The owner will be charged for disturbance of possession.
- f) There is a special room for bicycles.

### Liability of inhabitants and legal representative

- a) Each inhabitant or his legal representative is liable for any damage which arises from non-observance of the house rules or which are caused by the inhabitant's own fault.
- b) Each user is also liable for all wear and tear which exceeds normal wear and tear, e.g. very dirty walls, dirty floors and carpets etc. The cost of restoration to a proper condition shall be born by the user.
- c) All cases of damage must be immediately reported to the house administration.

### House meetings

We want to create a comfortable atmosphere where people can live conveniently. In order to do this, we need the opinions and support of our guests. The house meetings are arranged for this purpose. These house meetings deal with matters in a democratic way and are called at the request of the house guests.

### Expulsion without notice

Expulsion without notice is possible in the case of gross infringement of the house rules, libellous behaviour or deliberate damage or attempts at damage to the property. However, this measure is only taken after close examination of the individual case.


### A last word

House rules in written form are required from the legal point of view, but, if the inhabitants, the staff and the management all make the necessary effort to live together in a harmonious fashion, they should not in fact be necessary.

In any case, it could never be possible to solve or prevent all the possible conflicts which can arise between people by means of a written document.

For that, discussion is needed.

So let's talk to each other!



P. Rosenzopf

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These house rules are written largely in accordance with the provisions of the law governing Austrian Students' Hostels  
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