kolp!ng
KOLPINGSFAMILIE
DORNBIRN

House Rules

Welcome to Kolpinghaus Dornbirn!

We are delighted to welcome you as a resident of our house.

Kolpinghaus Dornbirn is a residence where people from different backgrounds, cultures and age groups live together. Community, mutual respect and consideration for one another form the foundation for a pleasant living environment.

Our shared facilities recreational areas are intended to encourage interaction and help ensure that all residents feel at home.

To ensure that living together remains pleasant and uncomplicated for everyone, we kindly ask you to observe the following rules.

THE MOST IMPORTANT RULES AT A GLANCE

- The security deposit must be paid before moving in.
- The monthly rent must be paid no later than the 10th day of each month.
- The notice period is one month, effective at the end of a calendar month.
- Visitors are welcome daily from **08:00 to 22:00**.
- Overnight guests are generally permitted. The Residence Management must be informed in advance.
- Quiet hours from **22:00 to 07:00** must be observed.
- Cooking is permitted only in the designated shared kitchens.
- The building is equipped with a fire alarm system. Anyone who triggers a fire alarm through their own actions is responsible for the resulting costs.
- Any damage or defects must be reported to the Residence Management without delay.

Not every situation that may arise in daily life together can be regulated by house rules. Many issues can best be resolved through mutual respect and open communication.

If you have any questions, concerns or problems, please contact the Residence Management.

We wish you a pleasant stay at Kolpinghaus Dornbirn.

RESIDENCE MANAGEMENT

The management of Kolpinghaus Dornbirn is the responsibility of the Residence Management.

The Residence Management is available to assist residents with any questions, concerns or problems and is committed to ensuring a pleasant living environment within the residence.

Instructions issued by the Residence Management and its authorised staff members must be followed.

ROOM ALLOCATION AND TERMINATION

Kolpinghaus Dornbirn primarily offers single rooms. In exceptional cases, double rooms may also be made available.

The minimum rental period for student rooms is one semester.

The notice period is one month, effective at the end of a calendar month.

Notice of termination may be given in writing or by email.

RENT AND SECURITY DEPOSIT

Rent must be paid monthly in advance and is due no later than the 10th day of each month.

Payment may be made by bank transfer, direct debit or, by prior arrangement, in cash.

Before moving in, a security deposit equal to one month's rent must be paid. The security deposit serves as security for the room and the furnishings provided.

Once the room has been returned in proper condition and provided there are no outstanding claims against the resident, the security deposit will be refunded in full.

REGISTRATION REQUIREMENT

Residents must register their place of residence in accordance with the applicable legal regulations.

The required personal information and documents for registration must be submitted to the Residence Management in good time.

KEYS AND ACCESS

Each resident receives:

- one room key
- one mailbox key
- one electronic access chip for the main entrance as well as the shared and common areas

The keys and access chip must be kept safe at all times and must not be passed on to third parties.

Any loss of a key or access chip must be reported to the Residence Management immediately.

The costs of replacement keys, replacement access chips and, where necessary, any changes to the locking system shall be borne by the person responsible.

LIVING TOGETHER AND MUTUAL CONSIDERATION

A pleasant living environment is based on mutual respect and consideration for others.

Noise should be kept to a minimum in rooms, corridors, stairwells and all shared areas. This applies in particular to music, television, telephone calls and conversations.

Quiet hours must be observed daily **from 22:00 to 07:00. During** this time, special consideration must be shown for the peace and quiet of fellow residents.

VISITORS AND OVERNIGHT GUESTS

Visitors are welcome daily **from 08:00 to 22:00.**

Residents are responsible for ensuring that their visitors comply with these House Rules.

The resident inviting the visitor is liable for any damage caused by their visitors.

Overnight guests are generally permitted. The Residence Management must be informed in advance so that it is always known who is staying in the residence.

Guests use the shared facilities at their own risk.

ROOM

Each resident is responsible for keeping their own room clean and tidy.

Rooms are cleaned once a week by the cleaning staff.

Furniture and other property belonging to Kolpinghaus Dornbirn must not be removed from either the rooms or the shared areas.

When leaving the room, all electrical appliances should be switched off whenever possible, and the lights must be turned off. Using energy responsibly helps protect the environment and reduce energy consumption.

Dishes, cooking utensils and other items must not be washed in the sink in the room. Washing up is permitted only in the shared kitchens. This helps prevent blocked drains and damage to the sanitary facilities.

Pets are not permitted in Kolpinghaus Dornbirn for reasons of hygiene, safety and organisation.

Any damage or defects must be reported to the Residence Management without delay.

ELECTRICAL APPLIANCES

For safety and fire protection reasons, the use of hot plates, microwave ovens, portable heaters or similar appliances in the rooms is not permitted.

Other electrical appliances may be used provided they are in proper working order and comply with the applicable safety regulations.

The person responsible shall be liable for any damage caused by electrical appliances.

SHARED KITCHENS AND COMMON AREAS

Shared kitchens are available for all residents.
Cooking is permitted only in the designated shared kitchens.

After use, work surfaces, appliances and all utensils must be cleaned and left in a tidy condition.

Residents are required to provide their own dishes, cutlery and personal kitchen utensils.

Waste must be sorted correctly.

Shared and common areas must be treated with care and left clean and tidy after use.

PERSONAL LAUNDRY

Washing machines and tumble dryers are available for residents to wash their personal laundry.

The facilities must be used in accordance with the posted instructions and at the user's own responsibility.

Drying laundry in the rooms is not permitted, as this may lead to increased humidity and the formation of mould.

Laundry may only be dried in the designated laundry and drying room.

CATERING AND RESTAURANT

The Kolpinghaus restaurant is available to both residents and external guests.

Information on opening hours, catering services and prices can be found on the current notices and price lists.

Participation in the catering services is voluntary.

FIRE SAFETY

Fire safety is essential for the protection of all residents.

Smoking and the use of open flames are permitted only in the areas of the building that are expressly designated for this purpose.

The building is equipped with an automatic fire alarm system.

Anyone who causes a false fire alarm or a fire brigade call-out through negligent or improper conduct shall be responsible for the resulting costs.

Escape routes, emergency exits and fire safety equipment must be kept clear at all times and must not be blocked or misused.

LIABILITY

The use of rooms, shared areas, kitchens, laundry rooms, parking spaces and all other facilities is at the resident's own responsibility and subject to the applicable legal provisions.

Kolpinghaus Dornbirn accepts no liability, to the extent permitted by law, for money, jewellery, valuables, bicycles, electronic devices or other personal belongings.

Each resident is liable for any damage caused by their own actions or by the actions of their visitors.

Normal wear and tear resulting from ordinary use is excluded.

DATA PROTECTION

Personal data collected in connection with your stay at Kolpinghaus Dornbirn will be processed exclusively for the administration of the tenancy and for the fulfilment of legal obligations.

Residents do not automatically become members of the Kolping Family Dornbirn by staying at Kolpinghaus Dornbirn.

Personal data will not be disclosed to third parties unless disclosure is required by law or is necessary to comply with official requirements.

Information about offers, events or news from Kolpinghaus Dornbirn may occasionally be sent by email or by other appropriate means.

Personal data will be stored after the end of the tenancy in accordance with the applicable statutory retention periods and will then be deleted.

Photographs and video recordings may be taken during events held at Kolpinghaus Dornbirn.

By participating in an event, participants consent to the use and publication of such photographs and video recordings for the public relations activities of Kolpinghaus Dornbirn.

If, in an individual case, a participant does not agree to the publication of such recordings, they may contact the Residence Management.

TERMINATION OF THE TENANCY

In the event of serious violations of these House Rules, criminal offences, intentional damage to property, or conduct that seriously disrupts communal living, the tenancy may be terminated prematurely following an assessment of the circumstances.

In making such a decision, the Residence Management will always take the individual circumstances of the case into account and make an appropriate and fair decision.

FINAL REMARKS

House Rules cannot regulate every situation that may arise in everyday communal living.

Mutual respect, consideration for others and a willingness to resolve issues through personal communication make a significant contribution to creating a pleasant living environment.

We wish all residents a pleasant and successful stay at Kolpinghaus Dornbirn and look forward to a respectful and friendly community.

Kolpinghaus Dornbirn

Peter Rosenzopf
Managing Director