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HOUSE RULES for STUDENTS and ADULTS

To ensure that a community of over 140 persons can live under one roof as harmoniously as possible, each one of us must observe specific rules.

All residents must ensure that an atmosphere is created which is beneficial to individuals and their work as well as to the community as a whole. The purpose of the following rules is to help ensure such pleasant living.

1

The residence hall room is granted for the duration of an academic - school year (= 10 months).

As a rule, the age limit for admission is 30 years.

The hall room must be vacated during the summer months; however, it may still be available upon special agreement.

2

The services offered by Kolpingsfamilie Wels consist in the provision of half-board or full-board accommodation from Monday to Friday and of ancillary services like cleaning, use of the Internet and use of all leisure facilities. This does not include a laundry service.

3

Upon receipt of your confirmation, we shall request payment of a deposit of € 250.00 and of a first month's rent according to the agreed services.

Our confirmation shall cease to be valid if said payment is not received in due time.

Liability shall not be limited to the amount of the provided deposit.

The deposit shall serve as collateral to secure claims as a result of damage, key replacement, etc. and compensation for wear and tear. Insofar as no higher claims exist, an amount of €25.00 shall be deducted from the deposit for any occurred wear and tear at the end of the academic year (in the case of a premature contract termination, at according date). In the case of a consecutive renewal of the contract for the next academic year, the deduction shall be repeated in the same way, whereas the remaining deposit shall be carried forward to the next year.

In the event that the deposit is not sufficient to cover any occurred damage, the hall resident shall make according additional payments and top up the deposit.

The monthly hall fee represents a lump-sum for annual costs. Bank holidays, Christmas and Easter holidays as well as lecture-free days according to the calendar are taken into account. The monthly partial payment shall be due by the 5th of the current month.

4

A hall resident may not cancel the contract unilaterally during the academic/school year.

In exceptional cases (e.g. work experience placement), it may be possible upon keeping a notice period of 2 months. The cancellation must be in writing. In the event that the contractual relationship is cancelled immediately by Kolpingsfamilie Wels for reasons that lie in the sphere of responsibility of the hall resident, in particular due to infringements of the House Rules, Kolpingsfamilie Wels shall have the right to request at least 2 months' rent, subject to asserting further damages.

This shall not affect the possibility to cancel the contract prematurely by mutual agreement. This may be possible on specific grounds like completion and/or interruption of studies, or otherwise for reasons to be found in the personal circumstances of a resident.

5

The application for renewal of the term of residence must be submitted by 30 April of the current year.

Decisions shall be made by the Management at short notice.

The agreement may be cancelled immediately in the case of a gross infringement of the House Rules.

Furthermore, the Management shall be entitled to cancel the contract without stating any reasons for the first of a respective month upon keeping a notice period of 2 months.

This shall not affect the right to cancel the contract immediately due to a breach of the House Rules.

6

Moving in and out is possible during office hours.

In exceptional cases, it is necessary to make a prior appointment.

Our office hours are: Monday to Friday 9:00 am to 3:00 pm.

Getting accommodation in our hall shall not constitute a tenancy agreement pursuant to the Austrian Tenancy Act (MRG).

The key for the room and front doors shall be handed in on moving in. The key may NOT under any circumstances be surrendered to third parties! Please note that the Management does not accept liability for the student's property; hence rooms are to be locked before leaving. The locking system is secured with an electronic code. Residents who lose the key chip will be asked to pay €50.00!

Furniture, doors, fixtures and all leisure appliances are to be handled with utmost care. All damage shall be at the expense of the person causing it. Damage caused by third parties must be notified to the office immediately, failing which the resident shall be made liable for such damage.

The resident must register with the police within 3 days. The police registration in the home town must be further maintained. The relevant forms are available for download from

[www.wels.at / formulare](http://www.wels.at/formulare); the contract is signed by the accommodation provider at the office.

On the day of departure, the room must be vacated by 10:00 am and the keys returned to the office.

7

Bedding and bed linen (blanket, pillows, etc.) are to be supplied by residents.

For reasons of hygiene, residents are requested to use a mattress cover. The rooms, especially the bathrooms, are cleaned by cleaning staff. In spite of this, everyone shall be responsible for keeping his/her room tidy. The furniture must be handled with care; any damage must be notified immediately. The furnishings may not be exchanged between rooms or removed from the rooms. Any damage to the walls and the furniture with hooks, screws, nails, adhesive and similar is prohibited.

Failure to clean up the room or leaving food lying about openly for a long time shall result in termination of the contract!

8

It goes without saying that residents of the hall are allowed to have visitors and to take them to their room; however, other residents must not be disturbed in the process. Every resident shall be responsible and liable for his/her visitor/s and their behaviour. Liability shall not be limited to the amount of the available deposit!

Visitors are requested to report to the front desk to get an overview of the persons living in the hall. Visits are possible until 10:00 pm. It is not permitted to have someone spend the night in the room.

Out of consideration for the other residents, peace at night is to be observed from 10:00 pm to 6:00 am. Please avoid unnecessary noise when returning to the hall late at night.

Parties to which also external parties are invited are only permitted with the knowledge of the Management! As a matter of principle, parties must be organised; this rule does not include "informal gatherings" of a few residents in the kitchen (until 10:00 pm). On the other hand, everyone must ensure that other residents or room neighbours are not disturbed by music or loud talking! Everything should be quiet after 10:00 pm!

Even during the day, all residents are requested to listen to music at a volume that does not make it possible for room neighbours to sing along!

9

It is possible to eat meals three times a day at the hall. At the weekends, a small kitchen is available on every floor from 8:00 am to 10:00 pm. It must be left in a clean condition after proper cleaning of all used cooking utensils. In the case of non-compliance with the cleanliness rules, the small kitchen may be closed by the Management.

Mealtimes Monday to Friday:	Breakfast	6:30 am – 7:45 am
	Lunch	11:45 am – 13:45 pm
	Dinner	17:15 am – 18:30 pm

Heating and cooking utensils, like toasters, table grills, cooking plates, kettles and flat irons may not be used in the rooms! Please use energy very sparingly (water, heating, electricity). Residents are requested to ventilate the rooms through brief complete opening of the windows during the heating period. During the winter months, the window may neither be opened nor tilted during the absence of the residents, because this may lead to unnecessary loss of heat and cause damage due to the cold.

10

Any produced waste (including in the communal rooms) must be sorted and disposed of independently. For this purpose, there are waste separation containers in the communal kitchens on every floor.

Residents are requested to keep the floor kitchen in order, including the refrigerators! Every resident undertakes to clean his/her dishes immediately after a meal; furthermore, residents are expected to clean the table, clean the stove if necessary, and empty the drain strainer.

11

To promote community life, rooms for leisure activities are available that should be used accordingly.

This includes: Pool, table football, table tennis, music room.

For nice weather: soccer, volleyball, etc. on the sports ground

The hall also has a few board games.

12

A photocopier is available at the front desk.

A washing machine and a tumble drier are available for laundry purposes (against payment of a fee). Washing clothes in the rooms is not permitted!

13

An underground car park is available. It can be used against payment of a monthly fee. A bicycle rack is also available. Taking and parking bikes on the rooms is not permitted.

14

Smoking is only allowed in the areas designated for that purpose. There is a total ban on smoking in the hall! Smoking on emergency stairs and on the balconies is strictly prohibited. Any negligent triggering of a false alarm of the fire detection system costs €475.00. These security requirements are prescribed by law and very important for the benefit of all residents.

Keeping pets of any kind is not permitted!

15

To ensure a good postal delivery service, it is important to specify the exact address and/or also the room number.

The mail is distributed at the front desk. All rooms are equipped with TV and Internet access. Our student rooms are equipped with RJ45/Cat5 connections. Access to the Internet and/or internal network (LAN) is enabled via these connections. Only network cables must be used for connection to the network; they must match "Category 5" or higher. Students shall use the connection at their own risk. It is not permitted to connect other devices than PCs or laptops to the network. In particular, any WLAN access points, servers, routers and similar, as well as the provision of server services are strictly prohibited. When using the network, Kolping Wels shall not assume responsibility for visited third-party websites, their contents and privacy policies. The use of the network shall be on the user's sole responsibility and based on the premise that any accessed contents do not infringe applicable laws and also that rights, like copyrights, trademarks and similar are further respected. The user shall also be responsible under criminal law for the use of e.g. pornographic, defamatory and libellous material and contents. Based on this agreement, Kolping Wels is entitled to record the data traffic of the network and to provide this information on the request of the authorities. Failure to observe this agreement shall result in the blocking of the network connection. Any incurred costs shall be at the perpetrator's expense.

We hope that you will enjoy living at the hall. Do not hesitate to contact us if you have any questions, suggestions, requests or complaints. And please do get actively involved in the social life of the hall, because we pride ourselves on not being an anonymous hall.

**“One man's freedom ends
where another man's freedom begins.”**

With his/her signature, every newcomer and/or person assuming the hall costs declares that he/she has read and received a copy of the House Rules. He/she undertakes to comply with the stipulations therein.

Wels, (on the)

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Name in block letters

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Signature