



## **Kolpinghaus Campus Krems**

# **HOUSE RULES**

### **and information for + 18 residents**

#### **Welcome to our Kolping Haus!**

We are glad to offer you a room at our Kolping Haus and hope you will enjoy your stay here.

This Kolpinghaus offers accommodation and a home to all students.

In order to keep living together in a community pleasant and without any conflict, we kindly ask you to read the following information and follow 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 please do not hesitate to contact us!

Kind regards

**Kolpinghaus Management**

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## 1. Reservation/Registration

When we have received the fully completed application form plus all required documents, applicants will be contacted with regard to the availability of rooms.

Please note that a room can only be reserved after deposit payment in the amount of EUR 390.00 has reached us. Even after moving in, this sum will be preliminary retained (see Point 4 “Deposit”). We wish to point out that the reservation fee of EUR 100.00 will be charged in case you cancel your room reservation before you move in. If you are not able to occupy your room due to study place rejection, the reservation fee will be reduced to the amount of EUR 25.00. In this case a written confirmation from your school/University of Applied Sciences/University is required- many thanks!

For short-term cancellations (where the due date for the winter term is August 1, and the due date for the summer term is January 1), the whole deposit will be charged.

## 2. Furnishing(s)

All rooms in our House are fully furnished. In each room there is:

- a bed and wardrobe
- a desk and desk chair
- a small lamp
- racks, book-shelves, and storage place
- bathroom with sink, shower, and toilet
- small kitchen (2 hotplates, rinsing sink, refrigerator with icebox, microwave)
- television (satellite-TV)
- Internet connection (WLAN)
- telephone (for internal calls and direct inward calling)

Residents have to bring their own bed linen, towels and crockery.

## 3. Allocation of rooms

Rooms are generally allocated for the duration of an academic year from September to the end of June. In spring residents are usually asked whether they need their room again in the following year. In case of timely information on reservations for the upcoming academic year these are given priority.

Depending on availability rooms can also be allocated for one term, September – end of January (winter term), February – end of June (summer term), should this be required. The minimum stay is one term.

The allocation of rooms is made by staff of the 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 reason, a resident is also not entitled, in case of residence termination, to re-rent the room on his/her own.

#### **4. Deposit and Repayment**

The deposit amounts to EUR 390.00 for a single room, and for a place in two-bed room.

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 damage and loss in two-bed rooms the residents take alternate liability. For lost or broken keys the residents will be charged at cost price.

Handing over a room on moving in and out is accompanied by a written record. This record is then confirmed and the appropriate key(s) is/are handed over by an employee of the House. Orderly delivery of the room includes meticulous cleaning and disposing of waste into the respective waste containers. If the room is returned in a dirty condition, the resident has to carry the cost of cleaning.

When moving out, do not leave any personal belongings (electric devices, garments, crockery) behind.

If you do not remove these items, we reserve the right to dispose them and to charge the legal fee for waste disposal as regulated by law plus the costs of transportation and subtract these costs from the deposit. Any items (e.g. bicycles) left will be stored for a period of 3 months. Afterwards these become property of the house without any claim for compensation.

#### **5. Reporting Damage and Technical Defects**

Damage, signs of damage and other defects, especially with regard to electronic equipment or water supplies – must be reported at reception immediately. All kinds of damage need to be recorded by a member of staff and rapid repair initiated.

#### **6. Payment/Rent**

The monthly rent includes

- House fee (VAT included)
- heating, electricity, water
- overheads
- Internet
- public charges for radio and TV

Charges for washing machine and tumbler are not included.

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

Failing to pay the rent three times constitutes a reason for termination of lease.

## **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 on checking in. The administration of Kolpinghaus requires a copy of your Residence Registration Form.

Even 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 a member of staff in written form via e-mail and well in advance. When you move in, the room itself, the room key and a chip are handed over to you. The key opens your room, the waste room, the laundry, and the bicycle storage room. The chip opens the entrance doors to both houses and the terrace door in the main building. This act is confirmed by the resident through his or her signature on 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 in written form via e-mail. On the date of moving out a record of delivery is again made. The room is to be handed over in a state in which it was taken over (see Point 4 Deposit). Please note that besides the room in particular the shower and the rinsing sink in the kitchen will be controlled if chalky deposits caused by water stains are removed.

The final day of moving-out is the last day of the month, at the latest until 10 a.m.

## **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 month. The period of notice is three months. Terminations must be made in writing. If the resident moves out before the three months’ notice, 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 immediate 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. Internet Information

The house offers internet access (WLAN). However, there is no legal claim to its availability. Using routers, switches or bridges is explicitly forbidden. Kolpinghaus is not liable for any mal/function of the network and the internet access. The user is solely responsible for all network activities which are carried out from her/his connection.

The internet code can be used on several devices. Thus, it is possible to use your laptop, your tablet and your cell phone at the same time. The data-amount will be added up towards your fair-use limit. It is not allowed to disclose the internet code to anyone else!

In both buildings there is complete WLAN-coverage available. Please do not activate additional WLAN access points, especially not with activated DHCP-service. You would only reduce the network's service quality. In some rooms there are Wi-Fi-Routers located, which also support other rooms. Please do not remove any cables from the Wi-Fi-Router or unplug it. Deactivated routers trigger an alarm and will cause a penalty fee.

Please note that using a common network could entail major risks (like viruses, loss of data, download of forbidden data, violation of copy right laws etc). All users are therefore required to show utmost responsible handling of the internet.

## 12. Automatic Fire Detection System -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 348.00.

In order to avoid provoking a false alarm while cooking, the extractor fan should be working at full power and nothing should be left cooking on the stove unattended.

The usage of additional hotplates as well as cooking and heating devices of all kinds is strictly prohibited without exception.

Please mind the fire safety rules as laid out in the protection regulations which are announced at the entrance door of your room.

## 13. Ecology (Energy Resource Management)

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

- turn the lights off when you leave the room.
- in the heating period the rooms are to be aerated by briefly and completely opening the windows.
- in wintertime it is not allowed to leave the windows either open or tilted when the resident is absent, in order to avoid heat loss and damage due to cold.

## 14. Waste Separation and Disposal

Waste has to be disposed into the respective containers located in the waste room; principles of waste separation are to be applied.

Waste should be never disposed of or stored in the hallways.

The waste has to be separated and disposed into the respective containers as follows:

- Colored glass
- Clear glass
- Waste paper
- Plastic bottles
- Residual waste

It is important to dispose the waste as space-saving as possible, which means that

- the air should be removed from plastic bottles and beverage cartons
- the plastic bottles, beverage cartons, and cardboard boxes should be flattened and folded

Further information to the proper waste separation is available at the reception and is published in the waste room.

### **15. (No)Smoking Policy**

Smoking is strictly forbidden in all areas of the House. Smoking is only permitted in the designated areas outside the house. The no-smoking rule includes e-cigarettes.

Attention! Smoking in the rooms and hallways sets off a fire alarm (see point 12 “Automatic Fire Detection System – False Alarm”). Violations of the no-smoking policy lead to a fine in the amount of EUR 300.00. Aggravated and continuous violation might result in immediate termination of the lease without notice.

### **16. CommonAreas**

We kindly ask you to keep the common areas neat and tidy at all times!

### **17. Tidiness in the Room**

In your own interest, all furnishings 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.

### **18. Cleanliness in the Room**

Every resident is obliged to keep her/his room clean. Cleaning of the public areas is done by the cleaning staff.

Walls and inventory may not be damaged through the mounting of hoes, screws and spikes, through adhesives and similar items. If in any doubt, please contact our staff!

It is emphasized that the water in Krems and its surrounding area is very calcareous and, thus, especially wet areas like the bathroom need to be cleaned on a regular basis in order to avoid damages through chalky deposits caused by water stains.

### **19. Access to the Room**

Management and administration as well as the house technician 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 safety reasons or aversion of the immediate threat we reserve the right to access your room even in your absence or without prior notice.

### **20. Electric Devices in the Room**

Cooking devices, toaster, baking oven, fridges, radiant heaters, and air conditioners are not permitted in the rooms (see Point 12 “Automatic Fire Detection System – False Alarm”). Music devices are allowed but only at a sound level appropriate to the house community.

### **21. Pets**

It is not allowed to keep animals in the rooms.

### **22. Visits and Overnight Stays of Non-Residents**

Visitors are allowed between 9 a.m. and 10 p.m. You are kindly asked not to disturb other residents.

Overnight stays of visitors are strictly prohibited and may result in termination. However, exception permits for overnight guests (e.g. for a family member or friend) may be obtained from administration in advance. In this case you are liable for any damage caused by the visitor.

### **23. Nighttime Peace**

Out of respect to our residents it is emphasized that nighttime peace is to be observed between 10 p.m. and 7 a.m. Within that period of time the general sound volume should be adjusted to an appropriate level. Radio and TV should be at low sound level, we ask you not to sing or play musical instruments, please open or close windows, doors and cases quietly. This should be observed especially in the hallways.

### **24. Sparetime Facilities in the House**

In cooperation with the Kraftsportverein (KSV) Krems, a fitness center is available for your spare-time, which is located in the basement of house no. 97.



### **25. Washing Machine/Tumbler**

The house provides four washing machines and one tumbler, which are located in the basement of house no. 97. Using the washing machine or the tumbler comes to 2x EUR 0.50. Only EUR 0.50 coins are accepted, which can be changed at reception.

### **26. Bicycle Storage Room**

A bicycle storage room can be used for the duration of your stay. No liability is assumed for the bicycles stored there. If you want to bring your bike with you, please inform our staff.

### **27. Liability**

Always keep your room locked in your absence. The House Management accepts no liability for missing or lost objects or money.

**We wish you a pleasant stay in our house!**