



Kolpinghaus Wien-Meidling

HOUSE RULES

and information for adult residents

Welcome to Kolping House

We are pleased to be able to offer you a place to live in our house and hope that you will feel at home with us.

In order to make living together as pleasant and conflict-free as possible, we would ask you to read the following information and to observe the rules laid down in our house rules.

We hope that you will quickly make friends and find contact here and wish for you to have success in realising your plans and goals.

Please do not hesitate to contact us if you have any questions or suggestions.

Best regards

The home management

KOLPING ÖSTERREICH

Kolpinghaus Wien-Meidling

Bendlgasse 10-12 1120 Wien

Periods of notice

- The place of residence is only allocated for whole semesters (until 28 February or 30 June)! A Cancellation must be made at least 2 months before the end of the semester (on 31 December or 30 April)! The cancellation period is therefore 2 months (with full payment)! If no notice of cancellation is given, the period of use of the room is automatically extended by a further semester! The use of the accomodation during the summer months (July, August and September) is possible. A booking must be made by 31 March at the latest!
- The accommodation places are allocated by the responsible Kolping House staff member. The allocation of a room is not to be considered as a tenancy within the meaning of the Tenancy Act, but an accommodation contract. Therefore, the resident has no legal claim to a specific room or property. For the same reason, a resident has no permission to independently sublet the room in the event of cancellation by the resident.
- Substantial violations of the house rules, illegal drug and alcohol abuse, unauthorised possession of weapons, theft, insurmountable obstacles to living together or other serious reasons may lead to termination without notice. In the event of termination without notice, the costs for the current month and the following month must be borne by the tenant.

- **Careful handling of the rooms**

Furniture in the house and in the rooms must be handled with care. Defects and damage to equipment or furnishings must be reported immediately to housekeeping. In the event of intentional damage, you must pay for the damage! Cooking is only permitted in the kitchens. The use of additional electric cookers, other cookers or heating appliances of any kind is strictly prohibited for fire safety reasons.

Such appliances will be removed and stored by us.

In-house furniture and refrigerators may only be removed from the rooms or replaced with the prior authorisation of the housekeeping department.

Manipulation or changes to electricity, gas or water pipes and other parts of the house are prohibited. Only one TV set (flat screen with maximum 32 diagonal) is permitted per room.

Please pay attention to the furniture of the flats and the house! The deposit will be refunded to you in full if the flat is handed over properly, nothing is damaged and there are no further financial obligations towards the house. For any The residents in double rooms are equally liable for any damage and loss.

The proper handover of the flat also includes careful cleaning and the disposal of rubbish in the bins provided. If the room is left dirty, you will be charged for the cleaning costs.

Please do not leave anything that belongs to you behind when you move out! If you do not take your belongings (e.g. electrical appliances, clothing, crockery) with you, we reserve the right to dispose of them and, depending on their size, to deduct the statutory disposal fee and transport costs from the deposit. Items left behind will be kept for 3 months. After this period, they become the property of the house without any claim to replacement.

- **Payment/ Rent**

- The monthly flat rate for your place of residence includes the following services:
- Residence fee (including VAT)
- Heating, electricity, water
- general running costs
- Internet

The residence fee must be paid in advance by the 5th of the current month. In the event of late payment, a reminder fee of € 5.00 per week will be charged.

- If your key is lost or bent, you will be charged €100.

- **Ecology (use of energy resources)**

We ask you to use water, heating and electricity responsibly and sparingly: Switch off the lights when you leave the room. During the heating period, open the windows fully for a short period of time.

In the winter months, windows must not be left open or tilted while residents are away, as heat escapes unnecessarily and cold damage can occur. In the summer months, please only tilt the windows when you leave the house (rain).

- **(Non)smoking**

Please note that there is an absolute smoking ban in the entire building. Attention! In the event of significant and persistent misbehaviour, we reserve the right to terminate the contract without notice.

- **Organisation of common areas**

We ask you to keep the communal rooms tidy!

- **Order in your room**

We ask you - also in your own interest - to treat all furniture with care; furniture may not be removed or exchanged between the accommodation units. This also applies to the furniture in the lounge areas.

- **Room cleaning**

Each resident is responsible for the cleanliness and hygiene of their own room. The communal kitchens must always be left clean.

Walls and furniture must not be damaged by attaching hooks, screws, nails, adhesives or similar. If in doubt, please consult the staff.

- **Access to the rooms**

The company management, home management, cleaning staff and the house technician have keys to all rooms in the house. They have access to all rooms if security, repairs or maintenance are required. We reserve the right to enter your room in your absence or unannounced in order to ensure the security of the building or to avert imminent danger.

- **Liability**

Your room should always be locked during your absence. We do not accept liability for lost items or money.

- **Pets**

The keeping of pets is not permitted.

- **Visitors**

Visits to rooms by people from outside the house (people not living in the house) are only permitted with the express authorisation of the house staff.

- **Overnight stays by visitors are not permitted and a reason for dismissal.**

Exceptions (e.g. family members, friends) require the prior consent of the care home management. In this case, you are personally liable for any damage caused by your visitors.

- **Night's rest**

Out of consideration for all residents, the "night's rest" starts at 10 pm until 7 am. During this period, we ask you to adjust the general volume accordingly: If you want to enjoy a relaxed evening with your roommate after 10 pm, please close the windows. Turn down the radio and TV, do not sing or play musical instruments, open and close windows, doors and cupboards quietly, etc. This rule applies in particular to the corridors.

- **Bicycle cellar**

A parking space is available for the duration of your stay. No liability is accepted for bicycles left in the bike shed. If you bring a bicycle to the Kolping House, please let the office know.

- **Internet info**

Wireless internet is offered in the house. However, there is no legal claim to availability. The use of routers, bridges or WiFi hotspot softwares is strictly prohibited. The download volume is based on the 'fair use' principle. The use of P2P services (Napster, Bittorrent,... etc.) is not permitted, neither is the operation of a server.

Should any disruptions to the house internet supply be caused by devices connected/configured by you, all arising costs are to be covered by you.

The Kolping House is not liable for the functioning of the network and Internet access. The user is responsible for all network activities that are carried out from his/her connection. The use of shared internet access in an extensive network harbours many dangers (e.g. virus attack, loss of data, retrieval of prohibited content, infringement of copyright, etc.). For this reason, all users of a network are expected to use this medium responsibly.

- We wish you a pleasant stay in our house!

- **Date:**

Signature: