

*Studentenheim der Kongregation der Brüder der Christlichen Schulen
Anton Böck Gasse 20, 1210 Wien*

House Rules

*We are glad to offer you a room at our (De la Salle) Hostel
and hope you will enjoy your stay.
Living together in a community requires an atmosphere of trust and respect as well
as certain House Rules which are obligatory for everyone.
Christian and social values form the basis of our (De la Salle) Hostel, which serves
as a residence for young people in education.*

Admission

Reservation:

Accepting you into our house community does not result in tenancy. The reservation of the room will become binding only by our reservation confirmation and the punctual payment of the deposit.

Allocation of Rooms:

The allocation of rooms is made by the staff of the Congregation of Christian Brothers. Residents do not have the right to claim a specific unit.

Moving In:

Our staff at the reception desk is available for any assistance.

At the day of arrival you will receive the keys to your room and the house entrance. Taking possession of the room means the occupant confirms through her/his signature that the inventory is complete and free of damage. (Acceptance protocol).

For lost keys we charge a **compensation payment of € 350,00**.

Obligatory Registration:

According to our (registration) laws you are obliged to register yourself at the local residents' registration office within the first three days of residence.

Your completed registration form "Meldezettel" will be confirmed and stamped by us.

(Forms are available at the reception desk or can be downloaded from our homepage). With this registration form, you must then register at the Magistrat.

After the registration process, you will receive a free registration confirmation. Please transfer a copy of the confirmation of registration to the reception.

Deposit:

Residents are required to take care of the inventory of our house. We remind you that there has been payed a deposit, which will only be returned (minus cleaning fee) if the room is committed in tidy and undamaged condition, the keys have been returned, there are no other liabilities towards the De la Salle Hostel, and you have given notice to the registration office that you are moving out.

Payment:

The monthly payment must be payed either in advance by the 5th of each current month in cash or via standing order. In case of exceeding the payment deadline we will charge a fine of € 10.00 for the first reminder, € 15.00 for the second and € 20.00 for the third one.

Rooms

Visitors:

Overnight stays of visitors in the students' area are not allowed. It is strictly forbidden to leave the room to third parties and to pass on the keys. In case of non-compliance a flat rate of € 50.00 per overnight stay is charged. This can result in an eviction without notice.

Tidiness of Rooms:

Each resident is required to take good care of all residence equipment. It is not allowed to exchange furniture between rooms or to remove any item from the room. We provide a basic load of pillow, quilt and blankets, extra bedclothes for changing must be brought by the resident. Beds must not be used without bedclothes.

It is prohibited to damage walls or furniture with hooks, screws, nails, adhesives and others.

Existing devices for suspending can be used. If a room is handed over with tape stains or glued walls, the Congregation has to deduct the cost of repairs from the deposit.

The inclusion of private furnishings and their installation as well as changes in the room require the consent of the Congregation. In case of moving out the original state must be established again.

Modifications made to the furnishings or to the constructional facilities of the hostel by the student are only permitted in a way that restoration to the previous state is possible without damage.

Cleaning and repair work must not be hindered by the conversion of equipment in the room. The unauthorized exchange of door cylinders is forbidden without exception for reasons of fire policing and constitutes a serious violation of the House Rules.

The rooms and bathrooms are to be cleaned by the respective residents themselves.

Access to the room for carrying out various work must be possible. In danger of permanent damage (i.e. mold formation) due to a lack of continuous cleaning by the respective occupant the Congregation is authorized to have a substitute cleansing carried out. Therefore incurred costs will be charged to the respective resident.

The management reserves the right of occasionally checking the rooms, which means the control of the careful handling of the rooms and provided equipment.

Liability:

Rooms are to be kept locked during absence. Management takes no liability for theft or loss of money, items, or damage to objects.

Management, cleaning staff as well as in-house technicians hold keys to all rooms of the house, in order to have access in case of emergency, repair or maintenance work.

Common Rooms / Hallways / Kitchen

Common Rooms / Hallways:

The common rooms are available to all householders. We ask you to keep these clean as well. We take no liability for lost items. The stay of foreigners is forbidden.

The hallways of the dormitory are escape routes and therefore to be kept free of any objects (plants, laundry, garbage, etc.). **In order to prevent fire damage caused by fire spreading, the marked fire protection doors must never be wedged, adjusted or otherwise held open.**

Cleaning:

The cleaning of public areas (corridor, common rooms etc.) is done by cleaning staff.

Every resident is obliged to clean her/his room herself/himself.

The cleaning fee is used for the final cleaning of the room and the sanitary facilities.

It is charged at the first arrival and in case of moving to another room.

All rooms and fixtures must be treated with care and kept clean. Impurities have to be immediately removed by the causer.

Kitchen:

There is a communal kitchen that can be used by all residents. Cooking is permitted only in the floor kitchen. Kitchen appliances (stove, oven, microwave) have to be cleaned after use as well as fridge and freezer. Dishes are to be stored properly, the working surface is to be wiped. Cooking utensils of any kind are not allowed to be operated in the rooms.

Electrical Appliances:

ATTENTION: The use of additional electric cookers other cookers or heaters of all kinds in the rooms and in the kitchen is strictly forbidden.

Automatic Fire Detection System:

Our house is equipped with an automatic fire alarm system which is directly connected with the fire brigade.

In order to prevent the danger of an alarm from the fire alarm system, the stove tops, the oven or the microwave may only be used under supervision. **In order to prevent fire damage caused by fire spreading, the marked fire protection doors must never be wedged, adjusted or otherwise held open.** Corridors serve as escape routes and must be kept free.

If, nevertheless, the fire alarm is triggered and has been caused by a resident, the resulting costs (approx. € 1,700) must be carried by him/her.

Saving Energy:

Energy supplies, such as water, heating and electricity, are to be used economically. We kindly ask to ventilate your room by opening the windows briefly and completely during the heating period.

During the winter months, it is important to ensure that the room is ventilated several times a day by short, complete opening of the windows to avoid mold formation. During the winter months, the window must not be opened or tipped during the absence of the occupant, since this can lead to unnecessary heat escaping and possible cold damage.

Waste Separation and Disposal:

The rubbish of the rooms and the common kitchen is to be independently disposed. Containers for glass, paper, plastic and residual waste are provided in the waste area. Waste has to be separated and disposed into the appropriate containers.

General

Access:

The student hostel is a separate area in the school complex, which has a separate official entrance and may only be entered and exited via this. In an emergency, all exits may be used according to the escape route plan.

Quiet Time:

We strongly advise you to observe the quiet hours between 10 p.m. and 7 a.m. TV, radio and other audio equipment must be turned down to a moderate volume.

Please, respect your fellow residents and their need for quiet.

No-Smoking Policy:

Smoking is prohibited in the entire building and school premises.

Laundry:

Laundry and drying facilities are at your free disposal. You are not permitted to dry your laundry in the corridors. Drying your laundry in your room is permitted until further notice, but make sure the room is well-aired.

Damages:

Please, report any damages or necessary repairs to the reception desk immediately. Residents who refrain from reporting a damage claim cannot claim that the damage has already existed before moving to the room.

Pets:

You are not allowed to keep animals in your room.

Post:

The post will be held at the reception without liability.

Moving out

Date and time of moving out have to be coordinated in advance with the staff at the reception desk. Moving out must be completed by 10 a.m. at the latest on the last day of the month. In case of failure to meet this deadline we charge €70.00 per additional night.

During the clearing of the home, the original condition of the room has to be restored (see Inventory list), private furniture has to be removed. If the clearing is not carried out properly by the resident, the Congregation will carry out the eviction at the expense of the resident without further notice. Storage of private furnishings is at the expense and risk of the homeowner.

The handing over of the room is to be done personally by prior agreement with the Congregation, with all keys for the collection being handed over. The room must be handed over in a clean condition, in case of non-correct handing-over, the Congregation reserves the right to withhold any costs arising from the deposit.

Early departure (vacation, holidays...)

It is only possible if the reception has been informed in time (by the 20th of the current month), if you have registered yourself off at the magistrate, if we have received a copy of the cancellation and the room has been completely vacated.

Serious or repeated violations of the house rules and directives entitle the Congregation to terminate the use agreement without notice.