

*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 we hope you will enjoy your stay here.
Living together in a community requires an atmosphere of trust and respect as well
as certain House Rules which are binding for everyone.
Christian and social values form the basis of our (De la Salle Hostel), which serves
as a residence for young people in training.*

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 timely 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 are the contact persons available for any assistance. On moving in you will receive the keys to your room and the house entrance. At the same time taking possession of the room means the occupant confirms through her/his signature that the inventory is free of damage and complete. (Acceptance protocol).

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

Obligatory Registration:

According to our (registration) laws you are subject to registration at the local residents' registration office within 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 with the Magistrat.

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

Deposit:

Residents are required to take care of the inventory of our house. Remember, you have paid a deposit, which will only be returned, minus cleaning fee, if the room is delivered 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 is due in advance cash by the 5th of each current month. In case of failure to meet 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 and this can result an eviction without notice.

Tidiness of Rooms:

Each resident is required to take good care of all the residence equipment. It is not allowed to exchange furniture between rooms or to remove any item from the room. We provide pillow, quilt and blankets, but you must bring your own sheets, covers and towels.

It is prohibited to damage walls or furniture with hooks, screws, nails, adhesives and other. Existing devices for suspending can be used. If a room is handed over with Tixo stains or glued walls, the Congregation has to deduct the cost of the repairs from the deposit.

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

Modifications made to the furnishings or to the constructional facilities of the home by the student may only be provided in such a way that restoration to the previous state is possible without damage.

Cleaning and repair work can not be hindered by the conversion of equipment in the rooms. 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. Should be through lack of continuous cleaning by the respective occupant threatens permanent damage (Mold formation), the Congregation is entitled to have a substitute cleansing carried out. Costs incurred are then charged to the resident concerned.

The management reserves the right to occasionally check the rooms in cases where the careful handling of the rooms and provided equipment is controlled.

Liability:

Rooms are to be kept locked during absence. Management accepts 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 assume no liability for lost items. Households are forbidden.

The hallways of the dormitory are escape routes and therefore to be kept free of any objects (plants, laundry, garbage, etc.).

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 applies to every moving in and moving to another room.

All rooms and fixtures must be treated with care and kept clean, as well as to remove impurities immediately from the polluter.

Kitchen:

There is a communal kitchen which can be used by all residents. Cooking is permitted only in the floor kitchen. Kitchen appliances (stove, oven, microwave) must be cleaned after use. Dishes must be cleared and the working surface must be cleaned. Cooking utensils of any kind may not 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 and this is connected directly with the fire brigade.

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 this has been caused by the resident, the resulting costs (approx. € 1,700) of the Congregation must be replaced.

Saving Energy:

Energy supplies, such as water, heating and electricity, are to be used economically. We ask you 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 open or tipped during the absence of the occupants, since this can lead to unnecessary heat escaping and possible cold damage.

Waste Separation and Disposal:

The rubbish from 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

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 moderate volume.

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

No-Smoking Policy:

We operate and support a strict no-smoking policy in our (De la Salle Hostel) and ask you not to smoke in either your or common rooms. For smokers there is a room in the cellar next to the garbage disposal room.

Laundry:

Laundry and drying facilities are at your disposal. The use of the washing machine and the tumble dryer needs to be paid for. Washer and dryer are "cash card-operated". In order to use them you need a cash card from an Austrian bank, i.e. a loaded "Quick"-charge card.

Washing or drying is € 1.50 per load. You are not permitted to dry your laundry in the corridors.

Drying your laundry in your room is ok 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 can not claim that the damage has already existed before entering 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 evacuation of the home, the original condition of the room has to be restored (see Inventory list), private furniture has to be removed. If the evacuation 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 rooms is to be done personally by prior agreement with the Congregation, with all the key 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 of the magistrate, we have 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.

KONGREGATION DER BRÜDER DER CHRISTLICHEN SCHULEN