

# House rules

For the student residence „Cusanushaus“

## I. Migration

1. The reception of new residents is usually carried out by a Admissions Committee, which consists of the Student Advisory Board and the Home Board.
2. Only students are admitted upon presentation of a Certificate of enrolment and trainees upon presentation of a evidence of formal qualifications.
3. The number of inhabitants of a nation should not exceed 8 persons.
4. The move into the Cusanus house takes place after conclusion of a rental agreement according to prior arrangement with the head of the home and the caretaker.
5. The residents live in closed housing communities with Shared kitchen and communal sanitary facilities.
6. Each community elects a speaker at the beginning of the semester.
7. The caretaker shows the student his/her room in his/her Shared apartment (WG) and hands over the keys.
8. The head of the home informs the flat-room speaker about new flat-room residents, who then take them into the flat-sharing.
9. The student himself/herself is required to register at the Einwohnermeldeamt responsible. He/she will receive a confirmation from the head of the home.
10. A temporary rental of the room in case of prolonged absence of the Students are not allowed without prior agreement with the head of the home.

## II. Order in the room

1. In the entire residential building and all other premises of the property (hall building, rooms) smoking is prohibited. In the event of an infringement: of the Student Advisory Board and the Hall Speaker Assembly a penalty of 50 € charged.
2. The student is responsible for cleaning the room.
3. Setting up and using electric cooking and heating appliances is not Allowed. Meals are prepared exclusively in the communal kitchen of the Shared apartment.
4. The keeping of animals is prohibited.
5. By additional pieces of furniture and by attaching room decorations may the room will not be damaged. Own furniture must be provided when moving out be taken with you or disposed of yourself.
6. For damage to rooms and equipment and their removal the tenant is personally responsible. This does not preclude the caretaker from Damages of any kind, especially technical defects must be informed. In addition, as regards the question of the extent to which the Landlord can be made.
7. The student is responsible for registering with the GEZ.
8. The room must be locked when leaving; heating, alarm clock and other Electrical appliances (laptop, computer, TV) are required before prolonged absence shut down.

## III. Order in the House

1. All students pay attention to disturbing noise in common rooms and Avoid corridors.
2. Corridors and staircases shall be kept clear as escape routes; in particular: Installation of tumble dryers and other items in the corridors Prohibited.
3. All students undertake to comply with the fire protection regulations in the building.
4. In the period from 22:00 to 06:00 o'clock, special rest must be observed (night rest).
5. The laundry and drying room may not be used after 22:00.
6. Please note the signs of the headmaster and the Student Advisory Board.

#### IV. Visit

1. Overnight visits must be notified informally to the head of the home. In this case: from the 2nd night onwards a fee of € 2. 00. For longer periods of time, The duration of the stay is agreed in advance with the head of the home to meet. The shareholder is also always to be informed.

#### V. Domestic law

1. In his/her room, the student is entitled to house rights, as far as the flat-sharing and the dormitory are not affected.
2. In the rest of the house the head of the home, in his absence the caretaker takes the House law true.

#### VI. Diseases

1. In cases of serious illness, the student shall notify the head of the home.  
The head of the home may insist on calling a doctor.

#### VII. Post

1. Mailboxes are available for each room. For delivery of parcels there is a parcel box in which parcel services deposit the parcels can. Responsibility for proper delivery lies with the Receiver.
2. The secrecy of letters and mail is to be respected by all parties involved.

#### VIII. Community institutions

1. Community establishments shall be treated with care and care and by: to leave the respective users in a proper state.
2. Laundry may only be hung up in the designated room for drying be. Laundry that is in the drying room for more than 2 weeks can be be disposed of.
3. The use of the rooms in the hall building is exclusively reserved to residents of the Dormitories available.
4. Every student has free access to the study room in the hall building.
5. The hall can be arranged with the home management against a deposit of 100 € for private celebrations and party's exclusively by and for residents of the Cusanus house can be used. In case of damage of any kind, the deposit is shall be retained or the damage shall be remedied at the expense of the user.
6. Both the kitchen and the sanitary rooms must be kept hygienically clean.
7. The external use of kitchen compartments is prohibited.
8. Further regulations may be made by the respective housing association e. g. kitchen regulations and garbage service. These rules are not: Part of the lease.
9. The waste must be separated and then properly disposed of.

#### IX. Vehicles

1. Bicycles shall, if possible, be placed in the designated cellar or at the Parking for two-wheeled vehicles.
2. Non-proprietary bicycles are subject to prior announcement 2 x a year disposed of.
3. Passenger cars can, after appropriate rental agreement, against the valid Rental fee can be parked on the limited parking lot in front of the Cusanus house. For this purpose, the user receives for a deposit of 100 € a transponder to open the Barrier. In case of loss or damage to the transponder, the deposit will be retained.
4. Owners of e-scooters pay a monthly charge of 5,00 €
5. The marked fire brigade approaches must be kept clear.
6. Visitors of students of the Cusanushaus use the marked visitor parking and leave behind the windscreen a note on the one to be visited. Otherwise, the vehicle is deemed not to be parked towed. The visitors are in principle from the person to be visited on to be pointed out.

#### X. Excerpt

1. The date of departure is at least 4 weeks before the departure and to schedule the room inspection with the caretaker. This is an absolute condition for the refund of the deposit.

In case of withdrawal without proper room inspection and without returning all keys, the Refund of the deposit will not be made.

2. The room must be handed over broom clean, the kitchen compartment must be cleared and cleaned.
3. The student submits a forwarding application to Deutsche Post in good time for his mail. An obligation of the administration of the Cusanus House for the There is no forwarding of mail.
4. In principle, early termination of the lease agreement is in accordance with the Rental contract not possible.

#### XI. Non-observance of house rules

In case of gross violations of the house rules, the home management may send a written issue a warning and in case of repetition the lease after End the hearing of the Student Advisory Board prematurely. The hall speaker is about to provide information.

#### XII. Co-responsibility and co-determination

##### a) WG spokesperson

1. Students of the shared flat elect at the beginning of a semester a spokesperson and his deputy.
2. This informs the flat-sharing about important issues of the house and represents the concerns of the flat-sharing community vis-à-vis the head of the home.
3. Each shareholder has one vote in the shareholder meeting.

##### b) The WG spokespersons' meeting

1. The co-spokespersons meet with the head of the home at least once a quarter
2. Other students are also invited to attend the meeting. It serves: the exchange of information between the head of the home and the students

##### c) The Student Advisory Board

1. The Student Advisory Board consists of 6 members and is Katholische Studierendenwerk Trier e. V. is the link between the board and Students.
2. He is appointed by the General Assembly at the beginning of the summer semester for 1 year elected. Every student has the right to stand for election. Re-election is possible.
3. The Student Advisory Council meets at least once a quarter with the Board of directors and head of the home. Two members of the Board of Directors attend each meeting. Student Advisory Councils.
4. The Student Advisory Board, in cooperation with the head of the home, develops the House program according to the aims of the association according to § 2 of the statutes. He's dealing with the solution of problems in the Cusanus house, which The responsibility of the WG spokespersons. They shall consult together: with the head of the home about new acquisitions, changes and Improvements in the house.
5. The Student Advisory Board has an advisory function only.

Trier, den 26. Juli 2023

Der Vorstand