

Manfred Horstmann House: An International Meeting Place

Lürmannstraße 33, 49076 Osnabrück

House Regulations

I. General Information

The Manfred Horstmann House: An International Meeting Place (Guest House of Osnabrück University) promotes the international exchange of scholars. It should provide an environment in which scholarly work can be conducted without disturbance. If possible, activities should be promoted which serve the scholarly and personal meetings amongst the guests, the members of Osnabrück University and the citizens of the Osnabrück region.

The House rights are exercised by Osnabrück University through the director of the guest house, who is charged with this task by the president of Osnabrück University and who acts according to its guidelines.

The house regulations apply to all guests and visitors to the guest house.

II. General Rules for the Guest House and Garden

The house is a non-smoking area, including the apartments.

1. Keys

The guests are provided with a sufficient number of keys for the house and apartment. The guests are therefore not allowed to make any further copies of the keys or to have them made. Should extra keys be required, the landlord, who is represented by the director of the guest house, will provide them. The loss of a key must be reported immediately to the director of the guest house. The tenant is liable for any loss.

2. Front Door

The front door should always be locked. The front door must be locked between 20:00 and 7:00. The same applies to Saturdays, Sundays and holidays.

3. Laundry Cellar

In the cellar of the house there is a laundry room. The washer and dryer can be used for a service charge. With the exception of small pieces of clothing, laundry is not to be washed in the apartments.

4. Common Rooms and Garden

The common rooms on the ground floor, with the exception of the terrace, are accessible for the tenants unless they are not reserved for meetings.

The garden is always accessible for all tenants (at their convenience). The use of the garden and especially the children's playground is at one's own risk.

5. Bicycles/Prams

Prams can be left in the entrance area of the house's ground floor. Bicycles have to be kept behind the house in the designated bicycle stand. It is not permitted to take prams and bicycles into the apartments. They also cannot be left in the corridors due to fire regulations.

6. Pets

Pets are not allowed in the guest house.

III. Tenant's Duties

1. Registration/Cancellation of Registration

The tenants of the guest house must register and cancel their registration within seven days of their arrival or before their departure at the registration office of the city of Osnabrück.

2. Appliances which must be registered

Appliances such as radios or televisions which are brought along by tenants must be registered appropriately.

3. Consideration for other Guests

The guest house can be very noise sensitive due to its wooden ceilings. Therefore, every guest is asked to be especially considerate of others. Please pay special attention to the following:

- a. Disturbing the peace of other guests is to be avoided:
 - Radios, televisions and other recording media should only be operated at low volume
 - Doors should not be slammed and excessive noise should not be made in the stairwell
 - Musical instruments should only be played in the apartments if this does not disturb other guests or with their permission
 - The sufficient supervision of children is to be provided by their families.
- b. Period of quiet in the evenings and during the day:

The periods of quiet between 22:00 and 7:00 as well as between 13:00 and 15:00 are to be respected.

4. Care of the Apartment

The rooms and furnishings of the guest house are to be treated with care. The kitchen devices are to be treated especially carefully in order to avoid damage to the installations, the walls, floors and furniture.

Requests for changes to the equipment or decoration cannot be fulfilled. Hanging one's own pictures or posters etc. is not allowed.

5. Miscellaneous

The rooms are to be made accessible for the weekly cleanings. If access to an apartment is not made available, the tenant does not have the right to request that the cleaning be done at another time.

The rooms are to be heated and aired appropriately in order to avoid the build-up of moisture and fungus on the walls (especially in the bathrooms). Damage caused by a lack of heating and airing of the rooms is the responsibility of the tenant and is to be compensated by them.

Doors and windows are to be locked by the tenant in case of bad weather or the tenant's absence.

Waste is to be placed only in the designated bins. The separate bins for, recycling (yellow waste bin), and residual waste (grey waste bin) are to be used. Paper waste is to be brought to the collection place for used paper (storeroom in the laundry cellar) or outside to the blue waste bin. Bulk items are to be disposed of at the tenant's expense.

as of: January 2015