

House Rules of the Azubiwerk (06/12/2016)

The house rules are **part of the rental contract**. They are handed over to the tenant with the lease, accepted by signature and must be observed. A good living together in the dormitory for apprentices (Azubiwerk) is only possible with mutual consideration. The house rules contain rules of conduct for the living in the dormitory for apprentices, that serve a living atmosphere beneficial to the apprenticeship.

Indispensable is the willingness to respect the privacy of others, to accept orders of the employees and to clarify conflicts in conversation.

1. Living in a dormitory for apprentices is only possible on the basis of a valid rental contract.
2. Fire protection in the dormitory is an important requirement. After moving in, the tenant is obliged to inform himself/herself about the fire prevention measures, escape routes and alarm possibilities and to behave in such a way that fires are prevented. Fire protection facilities may not be damaged or restricted in their function. The misuse of fire extinguishers is prohibited.
3. The residential communities are responsible for order and cleanliness in their area and must organise their living together in accordance with the house rules.
4. Every tenant is obliged to treat the rental object handed over to him with care, to use it only for the intended purposes and to protect them from loss, damage or contamination. No hooks, nails or dowels may be installed in walls and ceilings, since electrical and water pipes are installed in all walls and ceilings. Considerable damage can occur here; furthermore, there is danger to life. This also applies to technical equipment provided. The bath, shower, washbasin and WC must be at least to clean once a week and to empty the trash cans also. The garbage bags must be thrown into the corresponding waste containers, waste separation must be ensured. The refrigerators must be cleaned regularly and defrosted at least once every four weeks. All stoves (including ovens), washing machines and dryer in the central washing machine room must be cleaned immediately after use (remove spilled detergents!). Every tenant is obliged to use water, electricity and heating in the dormitory as economically as possible. During the winter season, the window must be closed when leaving the room. Lights and electrical appliances must be switched off.
5. Without the approval of the Azubiwerk, it is prohibited to remove any furniture from the rented rooms or to install any additional furniture.
6. The tenant is responsible for the registration, removal or change of the main residence in accordance with the Hamburg Registration Act. The tenant is obliged to establish his/her main residence in Hamburg after signing the rental agreement.
7. The installation of outdoor antennas and satellite systems is prohibited.
8. Structural and constructional changes as well as interventions in security and supply facilities (e.g. locking systems, gas, water and sanitary facilities, electrical network) are not permitted. All electrical appliances used by the tenant must bear the CE certification mark of the European Community.
9. The installation and operation of hotplates, washing machines, spin dryers, electric clothes dryers, refrigerators and electric heat sources of any kind is prohibited. Exceptions require the explicit written permission of the Azubiwerk.
10. The night's peace period from 10 p.m. to 7 a.m. must be strictly maintained. During this time any noise beyond low volume is not permitted, nor is it permitted to stay in the corridors for conversations, meetings, etc. During this time, noise in outdoor facilities is also strictly prohibited.
11. Radio and television sets, music systems and other playback devices (e.g. computers) must not cause annoyance to the flatmates.
12. The communal kitchens and corridors (escape routes) may not be used for parties and celebrations.

13. Small animals may only be kept in the apartments with the permission of the pedagogic management.
14. Necessary repairs and defects must be reported immediately to the janitor (service mailbox of the janitor). In case of accidents and loss of keys, a telephone call to the Azubiwerk should be directly made. Outside of the janitor's working hours, the emergency service number is available for this purpose (the information is displayed in the dormitory and published on the website of the Azubiwerk).
15. Any infestation by pests must be reported immediately to the janitor.
16. Renovation of the rooms by the tenants is permitted after consultation and approval by the janitor. The Azubiwerk provides tools for this purpose and covers the material costs to a reasonable extent.
17. The handed out dormitory keys must be kept carefully. Loss of keys and lock defects must be reported to the janitor immediately. Unauthorised duplication of keys, installation, modification and removal as well as the destruction of locks are prohibited. House keys may not be given to strangers. The front doors and fire doors of the residence hall must always be kept closed. If the room door is locked from the inside, the key must be removed. The pedagogical staff must have access to the apartments of the minors at all times – after prior notice.
18. The house mailbox system is provided with the corresponding room number by the janitor.
19. Vehicles are to be parked exclusively in the parking areas provided for this purpose. Violations, especially if this results in obstructions to access for supply and disposal or rescue vehicles, justify a chargeable towing of the vehicles. The Azubiwerk assumes no guarantee for vehicle safety.
20. Bicycles are to be parked exclusively in the areas provided for this purpose or in the bicycle rooms. Parking in the traffic area of the dormitory (corridor, hallway, staircase or similar) or in the living rooms is not permitted. Bicycles may be removed by the janitor in case of violation. The Azubiwerk is not liable for the safety of the bicycles.
21. The depositing of objects, furniture or similar in hallways, stairwells, elevators, common rooms, etc. is not permitted. The attachment of posters, wall decorations, etc. is also prohibited in these areas, unless special areas are available for this purpose. The attachment of flags, banners, flower boxes or similar to the windows, balconies and the facade is not permitted. For light and privacy protection at the windows of the rented property, standard curtains or roller blinds shall be used. The use of materials such as newspaper, silver foil, etc. is not permitted.
22. The Azubiwerk strives to reduce waste costs and offers possibilities for waste separation. The tenants commit themselves expressly to carry out a waste separation in the context of the existing offers. For this purpose, the municipal waste disposal containers for glass, paper and cardboard must also be used. Information about details of waste separation and locations of the disposal containers is provided by the janitors.
23. Flat roofs may not be entered, with the exception of the roof terrace.
24. Parties may only take place in the common rooms and with prior written permission from the pedagogic management. Barbecuing in the outdoor facilities is excluded, except for the common barbecue on the roof terrace (after consultation with the pedagogic management). The barbecue areas are to be left clean.
25. Visitor regulations: As a rule, all guests must have left the living areas by 10 p.m. Overnight visits for residents under the age of 18 years are only possible with the consent of a parent or legal guardian and after registration. Overnight visits to the dormitory for residents over 18 years of age are only permitted after registration. A maximum of 8 overnight visits per month per resident are possible, on weekdays subject to the consent of the other flatmates.

26. Residents under the age of 18 are not allowed to be outside of the dormitory from 12 a.m. to 5 a.m. without giving prior notice and permission of their parents or legal guardians. This also applies to visits to family, friends or acquaintances on weekends or during vacations.
27. For the protection of minors, the following applies:
 - completely or partially undressed minors may not be photographed or filmed
 - minors may not be photographed or filmed in suggestive poses
 - photography or filming is prohibited in sanitary rooms
 - a publication or passing on of personal photos is only permitted with the consent of the minor, the legal guardian and the pedagogic management
 - everyone is encouraged to report to the pedagogic management if they see photos in which minors are portrayed in an inappropriate manner
28. Window parapets must not be covered with mats, tarpaulins or similar. No flower boxes may be attached to the parapet railings.
29. The provisions of the Youth Protection Act apply without restriction. No alcoholic beverages may be consumed inside the dormitory (and the outside facilities). Only beer, wine and sparkling wine may be drunk in the common areas. Drunk guests will be banished from the dormitory area.
30. Liquors, weapons and firecrackers may not be brought into the dormitory.
31. Smoking is prohibited in the building except in the designated areas.
32. Laundry care may only take place in the rooms provided for this purpose. The devices must be operated in accordance with the operating instructions provided.
33. The Internet is to be used in accordance with the statutory provisions. The Azubiwerk reserves the right to block individual websites, such as file sharing offers, by means of a firewall.
34. One week before moving out, the resident makes an appointment with the pedagogic management for the inspection of the room (room protocol). When moving out resp. the inspection of the room, the room and the furniture must be handed over completely emptied. If the room is found to be soiled or damaged, the resident will be charged for any soiled or damaged walls or inventory (mattress, furniture, etc.). The move out must take place on the agreed date by 2 p.m. at the latest.
35. Specific additions to the house rules are possible and will be announced by the Azubiwerk via notice. These regulations are to be complied in equal measure.
36. Serious or repeated violations of these house rules, in particular
 - Minors staying outside the facility after 12 a.m.
 - Possession and/or consumption of liquor and/or illegal drugs or paraphernalia
 - Excessive consumption of alcohol
 - Pollution, vandalism and violence
 - Smoking in the building outside the designated areas
 - Strong or repeated disturbance of the domestic peace e.g. by disregarding the night's rest periods
 - Theftmay result in a reprimand or termination of the rental agreement without notice.

Disclaimer: In the event of a legal dispute, the German version of the house rules shall apply.