

## House Rules

House rules of the company WeJo An- & Vermietung - Unterkünfte - Hausverwaltung.

Version from: 01/04/2017

The following house rules will apply without restriction and are mandatory for everyone visiting our hotels:

### 1. Furnishings

All furnishings must be treated with care. Damage must be reported to staff immediately. Beds and furniture may only be moved around following consultation with and approval of the caretaker. Replacing existing locks or making copies of keys is strictly forbidden. Keys must not be left in the lock on the inside of the door for insurance and safety reasons. Deliberate damage to furniture and furnishings must be avoided. This also includes knocking in nails and making furnishings sticky or dirty. Any removal of or sabotage to the fire or smoke detectors will result in immediate termination. Under no circumstances may bottles, saucepans, shoes or other objects be placed outside on the window sills. For safety reasons, (e.g., storms, burglaries,...) leaving windows open while you are absent is not permitted. We expressly point out that, upon your departure, you must take with you any items you have brought into the accommodation. We would ask that you pay attention to your personal belongings as we will assume no liability for any loss or damage. For reasons of fire protection and insurance, no private items such as shoes, clothing, bags or other items may be left outside the door of the rooms/apartments. It is forbidden to dry laundry in the rooms, apartments and common areas. Some dryers have been provided for this purpose. Leaving a stove unattended while in use is strictly forbidden. Using electrical devices without a CE marking or connecting them to the building's wiring is also forbidden. This also applies in particular to extension cables without earthing and/or CE markings.

The individual responsible will be liable for all negligent/culpable damage. They will bear the costs in full.

### 2. General peace and quiet

Any form of annoying noise must be avoided. Radios and televisions must be set to a reasonable volume.

General night-time peace and quiet must be maintained from 10 p.m. to 6 a.m. Entrance doors must be locked during this time. All windows must be closed or vertically tilted open from 10 p.m.

Celebrating parties in the courtyard, in front of the building, in common areas or on the adjacent streets and plots of land is strictly prohibited.

### **3. WIFI**

The use of WIFI or hotspot systems is only permitted in compliance with the "**Usage, Liability and Indemnification Agreement**".

### **4. Cleaning and hygiene**

The beds and bed linen must be treated with care. Bed linen is changed fortnightly on a Wednesday. You will only receive a fresh set of bed linen in exchange for bedding that has been removed.

Everyone must keep their fridge (compartment) clean. Food which has gone off must be removed immediately. If vermin are demonstrably being attracted by leftovers, rubbish or other dirt, the individual responsible must pay for the costs incurred. If vermin are found to be present in the building, this must be reported to the staff immediately. The cooking facilities must be cleaned after use. Cooking in the bedrooms is strictly forbidden.

The toilets must be cleaned after each use with the brush provided for this purpose. Newspapers, waste or leftovers must not be thrown into the toilet. Damage and costs incurred for cleaning the toilet must be paid by the resident/tenant. Residents must provide their own toilet paper.

Washbasins and showers must be kept clean. Floor sweepings and all types of rubbish may only be disposed of in the containers provided for this purpose.

The floor must be kept free to allow the room to be cleaned (do not leave any clothing, bags, etc. on the floor).

You may only leave the room/apartment/building when fully clothed.

### **5. Alcohol and tobacco consumption**

Smoking is only permitted in the designated common areas or indicated spaces. Smoking in the rooms or apartments is strictly forbidden.

Excessive alcohol consumption and any resulting escalation will be followed by termination without notice.

### **6. Illness**

Anyone suffering from an infectious disease must immediately seek medical attention and ensure that other residents are not put at risk.

### **7. Access authorisation**

The provider or their agent may enter the premises for cleaning, reading meters, for routine inspections, maintenance and repair work, as well as for other necessary purposes at reasonable intervals, even without the prior consent of the guest.

## 8. CCTV

The buildings and common areas are monitored by video.

## 9. Registration law

In accordance with Section 29 of the Federal Registration Act (BMG), the residing individuals must sign a special registration form by hand on the day of arrival and provide corresponding information. They must also identify themselves by presenting a valid identification document (a recognised and valid passport or document in lieu of a passport).

## 10. Right of the caretaker and security staff to issue instructions

Security staff are deployed in the properties. Security staff and our own staff are required to ensure that the House Rules are being observed, and they have an unlimited right to issue instructions.

## 11. Infringement of rules

In the event of failure to comply with the aforementioned points, we reserve the right to terminate without notice and prosecute under both criminal and civil law.

I hereby confirm that I have received, read and understood these House Rules. I confirm that I agree to all points in the House Rules:

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Place, date:

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Tenant: