

## Common life in the Vorwerk-Stift - House Rules

The house rules regulate all legal, organizational and safety matters within the Vorwerk-Stift.

It is an inherent component of the utilization contract and acknowledged by each inhabitant by his signature.

Status: September 2011

- Legal
  - Living in the Vorwerk-Stift is only allowable on the basis of a valid utilization contract with the registered association Stiftung Freiraum e.V. - henceforth called the association.
  - The domiciliary rights lie with Stiftung Freiraum e.V. and their representatives.
  - Supplements to the house-rules may occur and will be announced by the association by public notice. These guidelines are to be kept as well.
  
- Caretaker
  - The caretaker is the contact partner for technical matters within the house.
  - He is furthermore commissioned by the association to make sure observance of these house rules and to make dispositions or to give the necessary instructions if necessary.
  
- Keys / Access / Labeling
  - The keys handed over are to be kept in safe custody. A loss of keys and defects of locks are to be reported to the association immediately. Arbitrary replication of keys, installation, alteration and removal as well as the destruction of locks are prohibited. House keys may not be relayed to strangers. The front doors are to be kept closed.
  - The door of each utilization unit as well as the mailbox installation of the house will receive the corresponding unit number by the association. Installing a nameplate on the mailbox of the house is the responsibility of the tenant himself.
  
- Fire Protection / Escape Route
  - The fire protection in the house is an important requirement. The tenant is obliged to inform himself/herself upon moving in about fire protection precautions, escape routes and alerting ways, and to behave in a manner so that a fire is prevented. Fire protection installations may not be damaged or restricted in their function. The improper use of fire extinguishers is prohibited.
  - Keeping objects, bicycles, laundry dryers, furniture and such in hallways, stairwells, community rooms etc. is not allowed.
  - The space on the property in front of the house is to be kept open permanently as the fire rescue path.
  - The escape and emergency routes in the attic between the door and the emergency exits must be kept vacant at all times.
  - Furnishing roosting places is allowed in the apartments only.

- Together
  - Within the Vorwerk-Stift mutual consideration is essential. Noise that doesn't belong to the exercise of artistic activities is to be restricted to moderate room volume.
  - In order to enable a wholesome, peaceful coexistence with the surrounding inhabitants in the neighbourhood, the commandment of consideration is valid here also. The rules of the law about disturbance must be heeded.
  
- Forecourt / Parking / Vehicles
  - Motor vehicles must be parked exclusively on the public parking lots intended for the purpose. Contraventions entitle to the payable towing of the vehicles - especially, if the access of maintenance- and disposal- or rescue-vehicles is obstructed. The association assumes no liability for vehicle security.
  - Bicycles have to be left exclusively on the surfaces intended for this use or in the bicycle areas. Keeping them in public thoroughfares of the house (halls, stairways, vestibule etc.) is not allowed. In case of contraventions, bicycles may be removed by the association. The association assumes no liability for the security of the bicycles.
  
- Cleaning / Care
  - Each inhabitant is responsible for the care and upkeep of his/her area and the community areas after utilization.
  - The regular cleaning of the general areas and thoroughfares is arranged by the association.
  - All objects of equipment must be treated with care. Every inhabitant is liable for damages carelessly or purposely caused/provoked. Taking up a private liability insurance is strongly recommended.
  - In the central washing area a coin operated washing machine as well as a dryer, which is free of charge, are at the disposal of inhabitants. The appliances must be cleaned immediately after use, the area must also be left behind clean. Drying laundry in halls or other general areas is not allowed; it is preferably refrained from in the apartments.
  - Pest infestation is to report to the caretaker immediately.
  
- Workrooms
  - The users of the respective areas provide order and cleaning. Subsequent users should be able to use the areas unhindered. Tools and technical appliances remain there in any case. The keys are handed over on pledge/deposit by the caretaker.
  
- Guest Apartments
  - Without consent of the association, furnishings may not be removed from the leased premises, or put there additionally. If putting an inhabitants own furniture or other objects of equipment was approved, its removal has to take place with the expiration of the rental period at the latest. In case this duty is not complied with, a payable removal is effected by the administration.

- House, Garden and Access ways
  - Structural and constructional changes as well as interventions in safety installations and maintenance facilities (i.e. locking-, gas-, water- and sanitary systems, power supply system) is not permitted. All electric appliances the users may use must carry the CE- certificate of conformity of the EC.
  - Installing outside antennas and satellite dishes is not allowed.
  - The administration is concerned about reducing the garbage expenses and therefore is offering means of garbage separation. The inhabitants commit themselves expressly to enforce a garbage separation within the framework of the existing offers.
  
- Communication facilities
  - Using the Internet access is contained in the allocation of utility charges. The terminal devices of users and guests, connected per WLAN, must be registered in the network. The connection data are stored in the house; contents will not be stored. The access is twice protected by password. Access to these data only takes place with a data protection representative named by the users present.
  
- External Services
  - Besides the facilities in the house, external services are at the disposal also, if feasible, applying special conditions. If required, the association provides entitlement to the utilization of these services as well as the special conditions.
  
- Purchases / Cash Register
  - In order to simplify handling of purchases for the project, the association may furnish an extra cash register. For the administration of this money, an administrator responsible is named by the inhabitants. The balance of this cash register takes place at the end of the year, with the change of the cash register administrator or when needed.