

GENERAL GUIDELINES

Please feel welcome in the ITH campus Kavalierhaus Klessheim.

Living in a community, especially in unusual cultural and social surroundings, makes it necessary to respect certain guidelines. Considerations of individual tastes, desires and preferences must be moderated to meet the demands of a well-functioning community. Therefore, individual wishes and desires which are not in favour of the overall group satisfaction may not be considered.

The Kavalierhaus Management (Mr. Basilius Engelmair) handles questions and matters regarding living in the hostel (rooms, food etc).

Questions and matters regarding education, training and schooling please contact the ITH office.

The Kavalierhaus office is open from Monday to Friday 08:30 – 16:00 hrs.

Major serious problems and emergencies have to be brought to the management's attention immediately! For serious technical problems (breakage, fire, technical defects, burglary and theft) which occur during the weekends or at night, please contact Mr. Engelmair at 0662/850877-110. For other emergencies, please call Ms. Jutta Pollhammer (course manager) at 0664/9102048.

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1. ROOMS

Students are responsible for cleaning their own rooms and bathrooms. Ms Zlatka, in charge of the housekeeping, will control your room every MONDAY. If the room's condition is found to be unsatisfactory, the student will be penalized by receiving a black point. Please note that you will receive a written warning after 4 black points. **Be aware that you are responsible for general order in your room.** In case of major disorder you will have to take full responsibility of the cleanliness of your room and the Kavalierhaus management might withhold your deposit money!

Used bed-sheets and towels have to be turned in at the laundry in the basement **every 15 days on Wednesday at 7:30 hrs.** You will receive new bed-sheets from Ms. Zlatka the **Tuesday before** and you have time to change the bed-sheets until Wednesday morning. If you miss the date please be aware that the Kavalierhaus management might deduct € 10,- from your deposit!

Please use the "mattress covers", whether you use them or not, we will be charged for the cleaning anyway.

Cooking is not allowed in the rooms. Cooking may be done only in the kitchen. Do not take any dishes, cutlery or glassware to your room. Handle all furniture and fittings with care in order to avoid damages or extra cleaning work. Please do not nail or tape anything on the walls.

The housekeeping is only responsible for cleaning your room floor. This work is done on **Mondays from 08:30 – 11:30 hrs and Thursdays from 08:30 – 10:30 hrs.** Please make sure that you do not leave anything on the floor! If you are in the room, please open the door to enable them to do their work.

2. BATHROOMS & TOILETS

Please maintain our standards of cleanliness and hygiene, especially in public restrooms. Do not throw any unusual article into the toilets (food, cigarettes, hygienic articles, etc)!

IMPORTANT: After taking your shower, please open the windows for a few minutes in order to prevent mould. **You are advised to clean your bathroom once a week!** Therefore you have all needed cleaning tools in your room. If the bathroom's condition is found to be unsatisfactory the Kavalierhaus management might withhold your deposit money!

IMPORTANT for Gentlemen (2nd floor): Please do not use your sink in the room as substitute for the toilet!!!

Public toilets on the ground floor are only reserved for function guests.

3. KITCHEN AND TV-ROOM

Always clean after yourself when you are done in the kitchen. Cooker, microwave, etc have to be cleaned when you are done using them. **The refrigerator has to be emptied and cleaned every week.** You are responsible for keeping your rooms as well as the recreation areas (TV room, computer room and kitchen) clean, tidy and empty the trash cans. There is going to be a roster where 2 students will be responsible to overlook the cleanliness of the kitchen, the fridge and the recreation areas every week. This will also be controlled by Ms. Zlatka every MONDAY.

If these areas (after being cleaned) are found to be unsatisfactory, **the 2 students who are responsible for the overall cleanliness that week will receive a black point each.**

If the kitchen is found in a very dirty state several times, it will be locked by the Kavalierhaus management for an indefinite period of time - also over the weekends.

4. GARBAGE & WASTE

You are requested to **dispose garbage according to the European standard.** Several dustbins marked for different garbage (paper, glass, plastic and biological waste) are set up on the 1st and 2nd Floor. Please dispose your waste in these dustbins only. If garbage is not handled correctly, **we will charge you extra.** Please do not throw anything out of the window. Empty glass bottles have to be brought outside to the dedicated area. Don't leave them in the kitchen upstairs or in your room.

5. WASHING & IRONING

Washing machine and a dryer are available for your personal use in the small bathroom on the second floor, they are to be operated with 2 x 50 cent coins (IMPORTANT: first put your clothes in, then add the 50 cent coins!)

It is not allowed to dry your clothes in your rooms or on the balcony! Please use the dryer.

6. KITCHEN OUTFIT

For HM students only: The kitchen outfit consists of one pair of trousers, one jacket, one apron and one scarf. You can see Ms. Zlatka on Thursdays at 13:00 to exchange the dirty clothes for clean ones. You will get a clean outfit **only** if you bring back the dirty one. In case of loss or mishandle some money will be deducted from your deposit.

The first kitchen outfit will be handed out on Monday, 08.10.2018 before and after lunch. Therefore you have to pay € 20,00 deposit. You get it back at the end of the course.

7. COMPUTER ROOM

Make sure that you handle the computers with care when using them. In case of damage of computers or hardware we will charge every student € 5 for new equipment.

Please shut down the computer when you are done to save energy. Mouse, keyboards and cables should be left as they were, they should not be pulled out or connected to your laptops.

Please only use printing paper – do not use any other kind of paper for printing.

8. MEALS

Meals are served daily from Monday to Friday at the following times:

- **Breakfast** served from 07:00 to 08:00 in Kavalierhaus (study hall)
 - **Lunch** served from 12:30 to 13:15 in Kavalierhaus (study hall)
 - **Dinner (Mon thru Thur)** served from 17:15 to 17:45 in restaurant 3 (school)
 - **Dinner (Fri)** served from **17:00 to 17:30** in restaurant 3 (school)
- > If you have classes until 17:45 please go to restaurant 3 immediately after your class!

On weekends and holidays breakfast is served at the following times:

Saturday: from 07:00 – 08:00 at Kavalierhaus (everybody)

Saturday: from 08:00 – 09:00 at Kavalierhaus (everybody, if there is no class on Saturday!)

Sunday: from 09:30 – 10:00 at Kavalierhaus (everybody)

On weekends and holidays lunch and dinner is served for ADC's Priority Countries students only:

Lunch: from 12:30 - 13:00 at Kavalierhaus (fridge in the study hall)

Dinner: from 18:00 - 18:30 at Kavalierhaus (fridge in the study hall)

Be aware that only the students who have awarded scholarship for ADC's Priority Countries are served lunch and dinner during weekends and holidays, but everybody will be served breakfast.

9. BUFFET RULES

Please **be on time for all meals**, changes will be specially announced on the notice board; Individual meals preferences cannot be considered. You have the weekly choice between two main dishes (one is always vegetarian). All meals have to be consumed in the study hall and **not to be taken to your room**. The dirty dishes need to be put on the trolley individually!

As Ms. Zlatka has to prepare the breakfast buffet each morning please don't take cups, plates and glasses from the buffet to your rooms, the kitchen or other general areas! If you need cups and cutlery go to the kitchen on the 2nd floor.

10. ENTRANCE

Students are to enter and leave Kavalierhaus through the side entrance. Therefore you got the key. You are requested to move quietly especially at night in respect of all other students and function guests in Kavalierhaus. **The side entrance door has to be closed at all times for security reasons!**

11. ELEVATOR

Usage is not allowed.

12. HOUSE SHOES

Please change your dirty street shoes by your personal shoe box immediately after entering the building. The shoe boxes are located in front of the elevator (1st and 2nd Floor). Do not enter the hallway, your room or the bathroom in your dirty street shoes.

13. ELECTRONIC DEVICES

Due to security reasons technical and electrical devices brought from outside cannot be used in Kavalierhaus, except for electric shavers, hairdryers and radios.

14. ENERGY COST – For a green environment

Please help us save energy cost, do not waste water and electricity. Ensure that the lights **TV and other electric appliances are turned off when not needed and at nights.**

15. TELEPHONE

Telephones are available on the 1st and 2nd floor. You can call from there with telephone cards.

16. ARTICLES OF VALUE

Please do not leave your valuables unattended: passport, cash etc. For permanent storage you are recommended to acquire a safety deposit box at one of the local banks which ITH office will announce. Otherwise you can store it in the locker in your room.

17. KEYS

You are fully responsible for the keys that are handed over to you. For loss or breakage you will be charged. The replacement of the whole bunch of keys costs about € 150,- to 170,-
Lock your room at all times, do not encourage infiltration.

18. LEISURE TIME

Please conduct your leisure activities in a way that gives other students their privacy just as you expect them to do in return.

19. NIGHT TIME

Starts at 22:00 at night and ends at 07:00 in the morning. Meaning silence in all public areas and only low tone in rooms, please respect your colleagues' privacy.

20. PARTIES

Parties generally have to be approved by Kavalierhaus management; please announce your plans well ahead of time as Kavalierhaus often have commercial functions, especially on weekends.

21. RADIO & MUSIC

Please keep the sound of your radio to a moderate volume. You can use your headphones if needed!

22. VISITORS

Visitors are only allowed until 19:00 hrs. **Overnight staying guests are strictly prohibited!**

23. VANDALISM & THEFT

Please respect each others properties and privacies. This also includes Kavalierhaus properties and utensils. In case of criminal activities police will be called immediately for investigation.

24. COMPENSATION IN CASE OF DAMAGES

Please understand that in case of damages you will be held liable. You have to pay a deposit of 200,- € for the use of all equipment (some of you did already). If no damage is done the deposit is refunded after the course. If you move out from Kavalierhaus at the end of the course leave your room as you found it in the beginning. If the room's condition is found to be unsatisfactory or dirty the Kavalierhaus management won't pay back your deposit upon departure.

25. ALCOHOL & DRUGS

Consumption, transport, use or possession of drugs of any kind are **strictly prohibited** and will be investigated in accordance to the Austrian and European law. Culprit will be jailed and deported after jail term and will not be allowed into Europe any more.

Spirits or Schnaps is strictly prohibited in Kavalierhaus. If spirits or schnapps is found in your room you will receive a written warning.

26. SMOKING

Smoking is strictly prohibited in every room. The designated smoking area is only on the balcony on the first floor, close to the computer room. Please ensure that cigarette ashes are put in the ash trays and clean after yourself when you are done. Do not throw any cigarettes on the floor or down to the park.

27. INFORMATION

The notice board in the study hall on 1st floor will show all necessary information regarding changes of meal times, special events, etc.

28. BLACK POINTS

Students are given black points for not keeping their rooms clean, for not cleaning the kitchen, the fridges and bathroom in the 2nd floor to satisfaction, wearing your street shoes in your room or taking food to your room and similar offences. Be aware that you won't have the chance to receive a room for your summer internship in Kavalierhaus if you have too many black points.

29. WRITTEN WARNINGS

Anyone who disregards the House Rules & Regulations will have to face the consequences.

Any of the following offences carries a warning letter:

- Spirits or Schnaps in Kavalierhaus
- Smoking in prohibited areas
- Overnight staying of guests
- Vandalism
- Open Fire

You will be evicted from Kavalierhaus if you commit any offence whatsoever after receiving a warning letter.

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Kavalierhaus management and house staffs are to be respected and obeyed.

ENJOY YOUR TIME WITH US. WE WILL TRY TO MAKE IT A HAPPY ONE FOR YOU!