



## Guest Apartment Regulations (Fürstenbergstraße)

The Max Planck Institute has eight apartments that are available for guests and visiting scholars to rent. There are seven single-room apartments and one double-room apartment.

**Single-room apartment:** Suitable for individual occupancy. On request, an additional bed can be provided (at extra cost) for a limited number of nights.

**Double-room apartment:** Suitable for individual or multiple occupancy. Wheelchair access. Fold-out couch allows for two additional guests.

To ensure that all guests enjoy a safe and pleasant stay, we kindly ask that you read and adhere to the Guest Apartment Regulations. Recognition and acceptance of the Guest Apartment Regulations is a prerequisite for the conclusion of a rental agreement.

### 1. Length of Stay, Cancellation Policy, Cancellation Charges

**1.1.** The guest apartments can be rented for a period of up to three months. An extension for another three months is possible after consultation with Housing ([housing@csl.mpg.de](mailto:housing@csl.mpg.de)). Only those guests that are registered with Housing are permitted to stay overnight in the guest apartments.

**1.2.** Guests are entitled to cancel their reservation before arrival. However, in the event of any such cancellation, a fee is payable to the Max Planck Institute as follows:

Cancellation up to	45 days before arrival	10% of the <i>total</i> rent
Cancellation	44-33 days before arrival	30% of the <i>total</i> rent
Cancellation	32-22 days before arrival	60% of the <i>total</i> rent
Cancellation	21-12 days before arrival	80% of the <i>total</i> rent
Cancellation	11 days or less before arrival	90% of the <i>total</i> rent

**1.3.** Invoicing of cancellation fees will take place after the expiry of the originally booked stay. Should it be possible for the Institute to rent the apartment during this period, the cancellation fees will be reduced accordingly.

### 2. Early Departure

**2.1** Guests may end their stay earlier than originally agreed. However, the Institute is under no obligation to reimburse the guest for the remainder of the previously-agreed rental period. In the event of cancellation and early departure, the Institute is not obliged to sublet the accommodation to third parties.

**2.2** However, if it is possible for the Institute to re-rent the guest department after the early departure, the rent already paid will be reduced in accordance with the duration of the re-renting.

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### **3. Animals**

For reasons of hygiene and safety, animals are not permitted in the guest apartments.

### **4. Duty of Care**

Guests are obligated to treat the apartments, the items therein, the common rooms, and the surrounding gardens with care. Damage to the facilities or the loss of property (such as items from the apartments) must be reported to Housing without delay. If the damage or loss of property is the result of a guest's actions (or those of an invited visitor), costs are to be borne by the guest.

Please keep noise to an absolute minimum between 10 p.m. and 7 a.m. (both inside the apartments and in the surrounding gardens). Whenever possible, please try to be quiet at all other times, too.

Smoking is not permitted in the guest apartments or common rooms. Smoking is permitted in the courtyard of the Fürstenbergstraße building.

Please do not fasten or affix anything (including nails, hooks, or tape) to the walls, doors, or furniture.

Changes to the interior of the guest apartments or the common rooms are not permitted.

Help care for the environment: Please do not waste electricity and water.

Please take all personal objects with you once your stay is over, including leftover food and other consumables (e.g., washing powder).

### **5. Valuables, Insurance**

**5.1.** The Institute accepts no liability for valuables, money, or other personal items stored in the guest apartments.

**5.2.** The Max Planck Institute does not possess a contents insurance policy.

### **6. Inventory, Room Key, Access Chip**

#### **6.1. Inventory**

An inventory list is provided in each room. It is recommended that guests verify the presence of all inventory items upon arrival. If an item is missing, please report this to Housing within the first three days of your stay. Items that are missing at the end of a stay must be paid for and the last apartment guest will be invoiced accordingly.

#### **6.2. Room key**

For security reasons, the doors to the guest apartments, the building, and the courtyard are to be kept locked. Keys must be stored with care and not given to third parties. The loss of a key, accidental or not, will result in considerable costs (e.g., replacement of multiple locks, new keys) that must be borne by the registered holder of the lost key. The loss of a key is to be reported to Housing immediately so that appropriate security measures can be taken. Key copies may not be made.

#### **6.3. Access chips**

Access chips must be kept with care and are not to be given to third parties. The loss of an access chip is to be reported without delay to [access@csl.mpg.de](mailto:access@csl.mpg.de). A new access chip can then be requested and issued.

## **7. Telephone, Internet, Mail**

Each guest apartment is equipped with a fixed-line telephone (with its own number) and an Internet connection.

**7.1.** In-house telephone calls and Internet access are free. For external telephone calls, we recommend the use of phone cards. A brochure with more information can be found in each guest apartment.

**7.2.** Unfortunately, parcels and packages cannot be accepted and must be delivered to a Packstation.

## **8. Cleaning, Garbage Disposal, Airing**

Guests are responsible for keeping their apartment clean and tidy and disposing of garbage. In addition, professional cleaning staff will clean the guest apartments once a week according to a previously arranged schedule.

The professional cleaners will clean the floors, surfaces, and bathroom. Towels and linen will be changed weekly, bed linen fortnightly. On the cleaning day, please keep the surfaces (e.g., tables and cooking/washing-up area) clear so that the apartment can be thoroughly cleaned. The cleaners will not assume any additional cleaning responsibilities and are instructed not to touch/move private items that are in the way.

In case of a stay longer than four weeks, an additional cleaning and mopping of the floors will take place at an agreed time.

On the day of departure, the guest apartments are to be left in a tidy and orderly fashion. Dishes are to be washed and put back into the cupboards. All personal items must be removed from the room.

Additional cleaning equipment (e.g., broom, dustpan and brush, cleaning cloths, cleaning products) are stored in the laundry room (Room 217) on the same floor.

**8.1.** Each apartment contains information concerning garbage disposal and the city of Freiburg's recycling policy. Please separate your garbage accordingly. Garbage and recycling bins are located outside the entrance to the Fürstenbergstraße building.

**8.2.** The guest apartments should be aired frequently. This is the responsibility of the guests. During the winter months, rooms may only be aired for short periods of time (up to 15 minutes at one time). This should be done four times a day. When the windows are open, the radiators must be turned off.

## **9. Washing Machine, Clothes Dryer**

Guests who use the washing machine and/or clothes dryer are responsible for their proper use. Instructions for both machines (in German and English) can be found in the information brochure located in each guest apartment.

Tokens for use are available at the main reception (Günterstalstraße 73).

The drying of clothes is only permitted in the laundry room. Clothes are not to be dried in the guest apartments.

Costs that result from negligent use of the washing machine and/or clothes dryer must be borne by the user.

## **10. Parking**

Unfortunately, there are no designated parking spaces available for guests. However, for cars and

other vehicles, ample parking options can be found in the streets around the guest apartments. Parking is mostly free.

To maintain access routes for emergency services, it is prohibited to park vehicles on the grounds of the Institute.

Parking spaces can be rented in the Institute's underground garage (Günterstalstraße 73). For rates, please see the homepage.

Guests who rent a parking space in the underground garage must ensure that the garage door fully closes behind them. Failure to do so may result in legal liability, as this can enable unauthorized persons to access the building.

## **11. Arrival and Departure**

Guests who arrive during the Institute's opening hours should go to the main reception desk (Günterstalstraße 73). A separate key safe is located at the entrance to the Fürstenbergstraße building for guests who arrive outside opening hours. Instructions for the key safe will be sent separately, if required.

On the day of departure, room keys can either be returned to reception during opening hours or left on the table in the guest apartment.

## **12. Safety, Accident Prevention, Security**

In case of fire, the fire department is to be notified by calling 0112 (from a mobile: 112).

Hallways and staircases are to be kept free of clutter so that they can be used as emergency escape routes.

The nearest first aid kit is located in the laundry room.

In case of fire or another emergency, evacuate the building and gather at the nearest assembly point.

In order to ensure unhindered access for emergency services, the Fürstenbergstraße driveway can only be used for the brief loading and unloading of goods.

Bicycles are not to be stored in the guest apartments, common rooms, or hallways. Bicycle racks are located at the entrance of the Fürstenbergstraße building.

Doors (especially those leading outside) are to be kept closed.

Windows and doors are to be kept closed during storms.

Uninvited third parties are not permitted to enter the Institute. All persons with authorized access are in the possession of an access chip.

Before operating electronic devices, please read the information brochure in each guest apartment.

The use of electrical kitchen appliances other than those already installed in the guest apartments is not permitted. This includes electric grills, woks, rice cookers, etc.

Please only use the electric kettle to heat water. Do not place anything else in it (tea, coffee, milk, etc.).

Naked flames, especially candles, are not permitted in the guest apartments.

Barbequing is not permitted on the Institute's premises.

Before leaving the apartment, please ensure that:

- Electric appliances are switched off.
- Lights are out.
- Heaters are turned down.
- Windows are properly closed.

**13. Binding Nature of the Guest Apartment Regulation**

All guests and their visitors are bound by the Guest Apartment Regulations.

Failure to comply with the Regulations can result in the immediate termination of the rental agreement.

**14. Entry into Force**

The Guest Apartment Regulations enter into force upon their Internet publication. All previous versions are null and void.

Freiburg, 02.12.2024



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Bianca Krutsch, Head of Administration

