

# House Rules

Status: 2019



Dear Guests,

In order to make your stay in our house as pleasant as possible, we would like to familiarize you with some of the rules that apply at the EJBW.

## Opening, rest and closing hours

- Our reception is usually open from 08:00 am to 06:30 pm and can be reached at following number: 03643 827-110 or via the wall telephones (»Rezeption« key) at the reception desk and on the ground floor of your garden house. You can reach **the on-call service** at the same dial-in.
- Please respect the quiet time starting from 10:00 pm. All exterior doors are connected to an automatic locking system and are locked from 10:00 pm to 6:00 am. Blocking the doors with objects is not permitted and triggers an alarm. For the deactivation of the alarm, we bill the causer for the costs for the use (fire brigade, building services).

## Check-in & Check-out

- Check-in starts at 03:00 pm. Check-out is no later than 09:00 am.
- You will find **bed linen** in your room. We kindly ask you to remove your bed sheets at the end of your stay and to place the sheets in the corridor by the room door. If required, a towel can be received from the reception desk for a fee. Rooms will be cleaned during your stay every second morning for stays of three days or longer.
- When leaving the rooms, please close all windows and doors, switch off the lights and turn down the heating.
- On departure, unless otherwise agreed, the room key will be returned to the reception by 9:00 am.

## Safety & Damage Reporting

- **In case of emergency**, you can reach the fire brigade using the **wall telephones (»Notruf« key)**.
- **Open flames (candles) are prohibited** in the guest rooms and seminar rooms.
- Please report any **accidents** to the reception.
- We strive to maintain the standard of our rooms through regular renovations. Should you discover any damage, please report it to reception immediately upon arrival. If you cause damage, we will invoice you in full.

## Leisure & Internet

- The recreational areas are available to all of our guests. We ask you to take this into account. The group supervisors receive the key for the leisure areas against signature at the reception.
- **WLAN** is available free of charge throughout the EJBW area.

## Drinks

- In our canteen dining hall you will find a wide selection of different coffee specialties on the coffee machine. In the foyer of the cafeteria you can refresh yourself with free water at our drinking fountain or buy soft drinks and small snacks from the machine. Drinks for the evening can be ordered in advance.
- Please do not take any food, drinks or dishes into the seminar rooms or guest rooms. Meals may only be consumed in the canteen dining hall.
- Alcoholic beverages may not be brought onto the property.

### Smoke-free institution

- EJBW is a **smoke-free institution**, both indoors and on the grounds. If the smoke detector is triggered, we will charge the responsible person a fee of € 50.00.

### Pets

- Pets are not permitted at the EJBW.

### Garbage

- Please avoid unnecessary trash on the EJBW premises.  
A rubbish bin is available in your room for smaller amounts of rubbish. Should there be more rubbish, please use the rubbish bins at the central assembly point below the cafeteria building. Beverage bottles can be disposed of in the dining hall in the marked boxes next to the dish return. Please dispose non-returnable glass bottles directly in the public recycling containers at the Musäusstraße location at the rear exit of the site.

### Others

- The staff of the EJBW is entitled to make use of house rights. EJBW employees may impose a ban on visitors and guests who, through their behaviour, clothing or political symbols, express inhuman, racist or National Socialist ideas by the way they behave, act, dress or use political symbols. The EJBW won't tolerate any public showing or demonstrating of codes, symbols or signs that are popular among the right-wing scene.
- Photo, video and sound recordings on the premises of the EJBW and their publication in print media or on the Internet (e.g. social media) require the approval of the EJBW management.
- Please behave in a manner that allows all EJBW guests to feel safe and comfortable.

Our friendly reception team and EJBW staff will be happy to help you at any time and are always available for you!