

House rules

In order to offer all residents optimal housing conditions, mutual respect and respect are required. The house rules must be observed by all and adhered to. The house rules are part of the lease.

Administratives:

- A deposit of CHF 400.00 is required for the definitive reservation of a room. This will be credited to the first rent. If the tenancy is not commenced, the deposit will be transferred to Villa Laetitia as a reservation fee.
- The rent is due in advance and must be paid in cash before the end of the current month for the following month or transferred to the Postcheck account.
- During the first month, a notice period of 14 days applies. At the end of the first month, a notice period of 1 month applies. The termination is in writing, in each case at the end of a month.
- A deposit of CHF 150.00 is required for the room key. This will be refunded upon return of the keys and delivery of the room in good condition. Without consultation with the management, the key may not be left to third parties! The loss of the key must be reported immediately. The deposit of CHF 150.00 is used to cover the costs of a replacement key (material / activities). For the replacement key, a new deposit is to be made
- On the day of arrival, a collection notice for the personal registration office (district office) is to be completed. The invitation to register at the District Office 6 is to be obeyed.
- For coarse soiling, a flat rate of CHF 50.00 may be required for the final cleaning.

Rooms:

- The rooms are uniformly furnished. The basic amenities include bed with content, wardrobe, desk, chair and bookshelf. This basic furniture may only be changed in consultation with the company management.
- The furniture is to be taken care of and the room is to be kept in order.
- The rooms are cleaned once a week. The resident herself is responsible for keeping the inaccessible areas clean.
- Do not boil or store perishable food in the rooms.
- To hang posters, photos etc. only pins (no tape) may be used. Nails may only be taken in consultation with the company management; Drill holes are not permitted.
- Room furniture must not be used on the balcony.
- The house management must be granted access to the room at all times.
- Please ventilate the rooms regularly.

House inventory:

- Items of the house inventory, may not be taken into the rooms or out of the house.
- For any damage caused to furniture, carpets, walls, sanitary facilities, etc., each resident is personally liable; Damage must be reported immediately.

F&B:

- A breakfast buffet is available from 07:00 to 09:00 from Monday to Friday; this is included in the price of the pension. There is no right to refund if the breakfast offer is not used. Guests pay CHF 8.00 for the breakfast buffet. The visit must be notified at least 1 day in advance.

- A well-equipped kitchen, a personal refrigerator and food compartment are available for preparing the remaining meals. A freezer compartment can be rented for CHF 5.00 / mth.
- The kitchen is to be kept free for all residents. Visitors can, if there is space, eat in the breakfast room.
- The kitchen should always be kept clean

TV Room:

- The TV room has a TV and DVD player for general use.
- The room should be left clean

phone:

- Supervisor: Martina Ergenekon, at the Pension from Mo to Fr, 6.30am to 1pm
- Sekretariat/Administration: Hotel St. Josef, Hirschengraben 64, 8001 Zürich:
 - Yvonne Scharl & Maria Suter (phone number 044 250 57 57)

Laundry:

- Household linen: Fresh sheets can be changed every 2 weeks. The used bed linen must be brought to the laundry room during the same week.
- For personal laundry washing machine and dryer (coin machines), a drying room, iron and a sewing machine are available.
- Do not wash or wet laundry in the rooms.

Common areas:

- The common areas - bath / shower / toilet / kitchen / dining room / TV- room / laundry room / drying room – should be left in a clean and tidy condition after each use.

rest / night sleep:

- Aus Rücksicht auf die Mitbewohnerinnen ist sowohl tags- als auch nachtsüber jeglicher Lärm zu vermeiden. Die Hellhörigkeit des Hauses ist auch beim Telefonieren, resp. Skypen zu beachten.
- Out of consideration for the roommates, any noise should be avoided both during the day and at night. The clairaudience of the house is also when telephoning, resp. Skype to note.
- Sound systems / DVD players etc. must always be set to the volume of the room.
- When practicing on musical instruments, the volume, practice times and duration of the exercise must be discussed with the roommates.
- Between 22:00 and 7:00 o'clock is absolute night sleep, in particular on the floors and in the garden.
- Late returnees are requested to take care of their roommates.
- The night's sleep is also to be observed on the weekends.

Brandverhütung + Sicherheit:

- The lighting of candles, tea lights, incense sticks, etc. is prohibited.
- There is a general smoking ban throughout the house.

guests:

- Guests can be accommodated in the common areas on the ground floor; they are asked to give priority to the residents in the use of these rooms - special in the kitchen and TV room - and to adhere to the house rules
- The rooms on the floors are reserved for the residents.

- Overnight stays of female guests are possible in exceptional cases - in consultation with the management and for compensation of CHF 10.00. Mattress, bedding and linen are provided. Breakfast costs CHF 8.00 for visitors who stay overnight.
- **Men's visits are not permitted on the floors and in the rooms. Their visits is possible in the common areas.**

Security camera at the office:

- The office and the antechamber of the kitchen are filmed by a surveillance camera.
- Images are only viewed for security reasons and in case of irregularities. For example: in case of burglary, abnormalities in the common areas, unauthorized intrusion, etc.
- The recordings are automatically deleted after a few days.
- The pictures are only accessible to the supervisor and the administration

This house rules replaces the previous ones and, like the previous one, is part of the contract. Failure to comply with the house rules may lead to termination.

Please sign the new house rules and give it back to the office (or office box at the mailboxes). You will receive a copy of it back.

Room number, date

signature
