

## **Guest house rules for the guest house Weinberg 1**

Dear Guest,

Welcome to the guest house of the MPI for Microstructure Physics. We would like you to feel at home with us and wish you a pleasant and successful stay in Halle.

We ask you to observe the following house rules during your stay.

### **General**

The use of the rooms by persons other than the registered guest is strictly prohibited.

Please treat the furnishings of our guest house with care so that the guest after you will still enjoy staying in our rooms.

Please be considerate of other guests at all times.

All guests must comply with fire safety regulations. Smoking is strictly prohibited in the house and on the balconies and terraces.

The keeping of pets is not allowed.

**From a period of use of one week, a deposit must be paid in advance. In the event of damage caused intentionally or by gross negligence, we will claim appropriate compensation and / or retain the deposit.**

### **Use of the guest house**

Please treat all rooms including their inventory gently and with care. You have to take care of a proper garbage disposal, sufficient ventilation and heating of the apartments.

Damage to the rooms or inventory must be reported immediately.

The use of private electrical appliances is prohibited (rice stoves, electric grills, refrigerators, heaters, etc.); computers, smartphones or similar are excluded.

The use of cooking and kitchen appliances (e.g. kettles, coffee makers, toasters, etc.) is not allowed in the rooms.

The use of open fire or flames (candles, incense sticks, etc.) is prohibited in all rooms. The preparation and storage of food in the guest rooms is not permitted.

With consideration for other guests, please avoid unreasonable noise, especially after 22:00.

When leaving your room, please be sure to lock it and keep the key with you. Please also close the windows when you are absent. The institute cannot accept liability for lost property.

Doors and windows must be kept closed during rain and storms. We ask you to air regularly to avoid the formation of condensation (daily 10 minutes with the window fully open), this applies especially to the bathrooms.

If you stay in the guest house for more than one week, your room will be cleaned once a week and towels will be changed. If you wish to change the bed linen, please remove it on the day of cleaning your room.

The cleaning of the rooms takes place at the following times:

Apartment 2-4	Tuesdays	from 10:00 to 13:00
Apartment 5-7	Wednesdays	from 10:00 to 13:00
Apartment 8-9	Thursdays	from 10:00 to 13:00
Apartment 10-12	Fridays	from 10:00 to 13:00

Please clear the areas/surfaces to be cleaned in advance.

In order to enforce the guest house rules, service staff are authorized to enter the rooms outside of the cleaning days/times. In the case of violations of the guest house rules, they may take appropriate measures (e.g. removal of equipment or food).

In addition to your room, you have access to the common room with kitchen and a room with washing machine / dryer and ironing facilities.

Keep in mind when using the common room/kitchen area facilities:

- please clean dishes and kitchen utensils (including cooking stove) after use and arrange everything **dry** back into the cupboards
- do not store spoiled food in the refrigerator
- the common room / kitchen area is available to all residents of the guest house on an equal basis, so please be considerate of the other residents when using it; please use only one storage compartment in the refrigerators per room.
- the use of the common room for meetings / celebrations is possible only with the permission of the Managing Director. Should persons not belonging to the Institute participate, a list of these persons must be provided. The organizer must also ensure that the common room is left tidy and clean.

Your room key is also the key for the laundry room and the common room. These are to be kept locked at all times.

Bicycles are to be parked in the bicycle racks outside the building.

Please dispose your household waste in the garbage cans provided.

Please separate trash as follows:

BLUE garbage can:	Paper (do not dispose in a plastic bag)
YELLOW garbage can:	Plastic / Green Dot
BLACK garbage can:	Residual waste

WLAN is available in all rooms of the guest house. Access is possible via eduroam or WiFi voucher.

Please leave your room by 11:00 am on the day of departure. Drop your room key in the key box provided in the entrance area to the common room (KEY-BOX).

For organizational questions or problems please contact

Mrs. Zacarias Tel. no.: 0345/5582 967, [gaestehaus@mpi-halle.mpg.de](mailto:gaestehaus@mpi-halle.mpg.de) or substitute:

Mrs. Ballin Tel. no.: 0345/5582 684, [gaestehaus@mpi-halle.mpg.de](mailto:gaestehaus@mpi-halle.mpg.de)

Contact person for technical questions and problems is  
Mr. Haberland Tel.-Nr.: 0345/5582 870, haustech@mpi-halle.mpg.de

## **Administrative**

For the room assignment and changes in the dates of your stay, please contact:

**Mrs. Zacarias** Weinbergweg 11, room H.1.13,  
gaestehaus@mpi-halle.mpg.de,  
Tel. no.: 0345/5582 967

Substitute:

**Mrs. Ballin** Weinbergweg 11, room H.0.18,  
gaestehaus@mpi-halle.mpg.de,  
Tel. no.: 0345/5582 684

For the payment of deposit and accommodation costs, please get in touch in due time with

**Mrs. Bär / Accounting**  
Weinbergweg 11, Room H.0.18, buchhaltung@mpi-halle.mpg.de,  
Tel. no.: 0345/5582 539

or

**Mrs. Ballin / Accounting**  
Weinbergweg 11, Room H.0.18, buchhaltung@mpi-halle.mpg.de,  
Tel. no.: 0345/5582 684

in the administration.

Please pay the accommodation costs for short-term stays on the day before departure.  
For stays of several months in the course of the respective month, preferably by bank  
transfer, to the following account

Max Planck Institute for Microstructure Physics  
Deutsche Bank Munich  
BLZ: 700 700 10  
Account: 195 130 028  
IBAN DE77 7007 0010 0195 1300 28  
BIC DEUTDEMMXXX

## General info

The postal address of the guest house is:

Guest House of the Max Planck Institute for Microstructure Physics  
Mrs./Mr..., room no. ...  
Weinberg 1  
06120 Halle (Saale)

Shopping facilities for daily needs can be found at the tram stop "Hubertusplatz" of tram line 2 in direction of Kröllwitz.

Breakfast and lunch are served Monday through Friday from 8:00 a.m. to 2:00 p.m. in the university canteen near the institute. Payment is only possible by chip card (available from Katja Ballin/Laura Bär - Accounting).

Furthermore, there is also an offer of coffee & cake at the Roy Coffee Hub, Weinberg Campus Innovation Hub, Weinbergweg 23, opening hours from Monday to Friday from 10:00 a.m. to 5:30 p.m. Payments can be made in cash or with Girocard.

## Emergency numbers

Police	110
Guard service	(0345) 6949610, 0800 7382470 (headquarters)
Fire department	112
Rescue service	112
Medical on-call service	116117 or (0345) 681000
Nearest hospital	University Hospital Ernst-Grube-Straße 40 Tel. (0) 5570 (near Hubertusplatz, approx. 10 min. walk or two tram stops in direction of Heide / Kröllwitz)

## **Annex 1 - Fire protection**

### **Guest house rules for the guest house Weinberg 1**

General fire safety regulations  
Behavior in case of fire  
Escape routes

## **Attachment 2 -**

### **Guest house rules for the guest house Weinberg 1**

1. From 01 September 2022 the following room rates will apply:

Daily price per person: 75,00 EUR  
surcharge for double occupancy 15,00 EUR  
(if the rental price exceeds the weekly price, the latter applies).

Weekly price per person: 250,00 EUR  
surcharge for double occupancy 50,00 EUR  
(if the rental price exceeds the monthly price, the latter applies).

Monthly price per person: 700,00 EUR  
surcharge for double occupancy 140,00 EUR

2. Deposit

Deposit from 1 week rental: 250,00 EUR

Deposit from 1 month rental: 700,00 EUR

The deposit is due upon occupation of the room; it will be refunded after moving out and defect-free acceptance.

3. The guest rooms are rented for a maximum of 3 months.

4. All room reservations are binding and include a corresponding payment obligation.

5. The accounting of the overnight stays in the guest house is carried out by the administration of the Institute.