

Stiftung
Marienheim
Katharinenstr. 4; 70182 Stuttgart



House Information

Tel. 0711 / 210900
Fax 0711 / 2109029

E-Mail: wohnheim@marienheim-stuttgart.de
www.marienheim-stuttgart.de

1. **Additional costs:** The additional costs consist of electricity, garbage disposal, water/ effluent, taxes, insurance, house cleaning, gardening etc. Heating and warm water are charged depending on the size of the room and the areas such as kitchen, corridors and sanitary facilities. The additional costs will not be refunded after longer absences (e.g. vacation in the home country).
2. **Arrival / departure:** Please inform us in time about the exact date and time of your arrival / departure. The house administration is open Monday to Friday (except Wednesday) from 8 am to 12.00 am; Monday, Tuesday and Thursday in the afternoon from 1 pm to 3 pm, and Wednesday from 1 pm to 6.30 pm. In case you move out on the last day of the month, that day the room has to be handed over until 10 am the latest.
If basic cleaning of the room is necessary after you moved, we charge 40,00 € per working hour. Every piece of furniture you brought must be removed from the room by departure. In case there is left over furniture in the room we will subtract the costs for its disposal from your rent deposit.
Our administration office provides you a folder full of useful information about life in Stuttgart. It contains advice on the registration at the citizen center, account opening, health insurance, etc. You can borrow the folder or you can check out the information online (www.stuttgart.de/migration).
3. **Bank details:**
BW Bank; Konto-Nr (account number): 2059200; BLZ 600 501 01
IBAN: DE20 6005 0101 0002 0592 00 BIC: SOLADEST
4. **Bed linen:** You can borrow pillows, blankets and bed linen from us for a charge of 4,80 € per handing out. For the cleaning of the pillow and blanket we one-time charge you 13,00 € when moving in.
5. **Bell / intercom:** Each room is connected with the electric bell system at the entrance door. The names of the residents are not indicated at the main entrance. Rooms can only be rang by dialing the corresponding room number. You can speak with the person who rang the bell through the intercom / inter phone. An automatic opening of the entrance door is not possible from your room due to safety reasons. This means you have to pick up your visitor at the entrance door.
6. **Bicycle parking space:** Through the courtyard entrance you can reach the bicycle parking space inside the house. Each bicycle has to have a tag with the

corresponding room number. You get the tag from the administration office. Since there is limited space each inhabitant can only park one bicycle.

7. **Carpet/Linoleum-floor:** If the carpet or the linoleum-floor in your room has to be cleaned after you moved out, we will have to charge you a fee of 100,00 €. In this case we will subtract the fee from your rental deposit (500,00 €).
8. The **changing of a room** is not possible in general. In case of an approval by the Manager of this dormitory which only occurs in very strict exceptional cases, there is a fee you will be charged for. The amount of this fee will be 500€ for the expenditure of switching rooms.
9. **Chapel:** In the basement of our building there is a small chapel. It is open every day, except on Sunday and can also be used for making music.
10. **Cooking in the kitchen:** Never leave the kitchen while you are cooking! After cooking, wash the dishes immediately and put them back in the appropriate shelves.
11. **Cooktops:** The use of the cooktops, ovens and similar cooking devices are strictly **forbidden** in the rooms! For cooking and baking please use the cooktop in the common kitchens or the kitchen in the basement which is also equipped with an oven. Also you can put your personal small ovens or grills in the common kitchens. Since the rooms are equipped with highly sensitive fire alarm systems, they can sense the smallest amount of smoke that can cause a fire alarm. The costs for false fire alarms have to be paid by the inhabitant who caused it (also see paragraph: 'Fire alarm system')
12. **Curtains:** The curtains in your room can be washed in the washing machine on a delicate cycle at 30 degrees. You may borrow a ladder to take the curtains down and put them back up again.
13. **Deposit:** 500,00 € have to be provided by each resident as a rent deposit. This is due before collection and should be transferred to the account of Marienheim. Payment in cash is possible by arrangement. Key collection is only possible when the deposit has been received. The deposit is kept in a trust account. If repairs or a deep cleaning have to be carried out in the room after you moved out, it will be subtracted from your initial deposit. Depending on the time and effort we had to

invest you will in this case only receive parts of your deposit back. If the room is in a good condition after your departure the entire amount will be reimbursed.

14. **Drying room:** You can find a drying room in the basement. Here you can put up your laundry rack. Please indicate your name or room number on the rack. After using you can fold it up and leave it in the room. As soon as your laundry is dry, please remove it from the rack and take it back into your room. In case you do not want to use the drying room, we urge you not to put up your drying rack in the hall ways but only inside of your room (see also paragraph: emergency exits).
15. **Emergency Exits:** For fire safety reasons it is not allowed to place anything outside of the rooms. Objects left in the hall ways such as garbage bags, laundry racks (see also paragraph: drying room), boxes, shoes, easily inflammable objects can block the emergency exists in case of a fire. Emergency exists have to be kept accessible at all times. The house management is obliged to meet regulations concerning emergency exists.
16. The **exterior door** is open from Monday until Thursday from 7:30 a.m. to 5:30 p.m. On Friday from 7:30 a.m. to 12:30 p.m. If the exterior door is closed, please open it with your transponder.
17. **Fire alarm system:** For your safety, a fire alarm system has been installed in the entire house. Routine maintenances of the system are conducted on a regular bases.
In case the fire alarm is set off due to inadequate behavior (cooking or smoking in your room, lighting candles), the costs for the operation of the fire brigade will be charged to the person responsible. These costs sum up to between 900,00 € and 1.000,00 €!
The doors in the corridors are **fire safety doors** and **must not** be kept open. It is prohibited to cover the smoke detectors on the ceilings with bags, cloths or the like because in the case of a fire the detectors will not react or emit an alarm.
18. **Furniture:** The standard furniture consists of: bed and mattress (90 x 200 cm), shelf, closet, desk, mobile file cabinet, chair, wardrobe, and a hanging shelf. The floor is covered with wall-to-wall carpet. Pictures, posters, etc. can be fixed to the wall with needles, nails or tape. Plugging is not allowed. A fee is charged for storing furniture. Table and dresser 10€ each. Chair and smaller moving objects 5€ each. Cupboard, bed and shelves must remain in the room!

19. **Garbage:** The garbage room is next to the courtyard entrance. Residual waste and the *Yellow Bag* (see description on yellow containers) are collected in the kitchens. Please bring paper, glass and the garbage from your room to the garbage room yourself. Be aware of the different bins, they are marked.
20. **Gas furnace / electric heater:** Do not use electric heaters or gas furnaces in your room.
21. **Internet:** The dormitory is equipped with an Internet access (WLAN).

22. **Janitor Services**

Our janitor's name is Damir. His working time starts at 7 o'clock and ends at 11 o'clock. This means that he is available to us 4 hours each working day (Monday to Friday). You can recognize him by his service attire, which says "Hausmeisterservice Goran".

Please always inform the office (administration) if there is something to fix. You can also write us an E-Mail. We forward the inquiries to our janitor and coordinate the execution of the work.

For emergencies (on Saturdays, Sundays, public holidays, at night) there are appropriate contact persons:

- In case of fire, the fire alarm system and the fire department will react.
- There is an emergency button in the elevator if you get stuck.
- If you lock yourself out of your room, please inform the Locksmiths nearest you (for example, 0711-758 869 35) and pay the bill yourself.
- In the event of a power failure in the entire building, please contact the EnBW service point (0800-3629477).
- In case of disturbance please inform the police (110)
- In the event of accidents, the rescue service must be informed (112).
- If the gate for the car does not open, the janitorial service can be called (Tel: 0172-7473855).
- In the case of water events (e.g. water runs out of the pipe and floods the floor; leaky pipes, ...), the janitor service must be called! Not a local emergency service because it issues excessive bills! The janitor of the dormitory always decides whether an external craftsman assignment is necessary.

Many things can also wait until Monday when the janitor is back on duty. Please bear in mind that if the janitor is called outside his normal working hours, the costs will be passed on to you if necessary *.

23. **Keeping of animals:** The keeping of animals is not permitted due to hygienic and security reasons, considering the dense occupancy (108 rooms!) and the limited living space. This rule also includes small animals as birds, mice, rats, guinea pigs, turtles, snakes, rabbits etc. Violations result in the cancellation of the lease contract.
24. **Keys:** Every inhabitant of the Marienheim receives three keys and a transponder. The transponder (electronic key) opens the exterior doors. With the key the room door and the mailbox can be opened. The two smaller keys are for the refrigerator shelf and the kitchen cupboard shelf. The room doors do not have a door handle on the outside but a door knob. The door latches are taped down to prevent locking oneself out. Consequently, the doors don't clunk shut, you need to always lock it with your key, otherwise your room is accessible to everyone. In case your transponder gets lost or damaged, costs arise for having the old transponder blocked, to replace it with a new one and its delivery. These costs have to be paid by the resident. Also if you lose other keys such as room key, refrigerator and kitchen cupboard key you will be charged the costs for their replacement. A price list is in the house administration. If transponders are dropped their cases can open up and the electronic inner parts can fall out. In this case you can no longer open doors with the transponder. Please beware of this and check whether all parts are there once you drop the electronic key. If the battery is empty, please come to the administration. We charge the battery for free.
25. **Emergency locksmith service:** If you lose your room key an emergency locksmith service has to be called. The staff of the Marienheim opens locked doors only when they are on duty (mind opening hours of the administration office). On weekends or at night time the staff is not present, this is when a locksmith service has to be notified. The costs have to be paid by the resident. The phone number of a locksmith service in Stuttgart is pinned to the information board in front of the elevator on the first floor. In case the key to your room gets lost irretrievably the Marienheim has to exchange the entire locking system of the house due to safety reasons. This replacement causes high costs, which have to be carried and paid by the lessee (not the lessor). For that reason, we recommend our lessees to contract a personal liability insurance.
26. **Kitchen:** The kitchens are equipped with cooking plates (power is supplied through a timer above the cooking plates, after 10 minutes power shuts down automatically and you have to push the switch again), an exhaust hood, sink and

shared refrigerators (shelves), kitchen cupboard shelves and a microwave. Dishes and cutlery are not supplied by the house and have to be brought by the resident. The cleaning of the kitchen has to be carried out by each resident after use. **Cooking or washing dishes in the private room is not allowed!** Please mind the night curfew when using the kitchen. Please use your own dishes for cooking.

27. **Light bulbs**: Light bulbs for the ceiling lights and the fluorescent lights above the mirrors are provided. Please use either 60-Watt light bulbs or energy saving lamps for other lamps in use.
28. **Letter box**: For each room a mailbox is provided in the entrance area. We ask you to have your room number indicated on the mail you receive. This makes the distribution a lot easier for us, since the room numbers don't correspond to the mailbox numbers.
29. **Night curfew**: The night curfew spans from 10 pm to 6 am. During this time, please avoid noise disturbance, especially on the hallways and the common rooms. If you have rented a parking space in the courtyard, please be aware of the strong echoes on that side of the building. Please try to avoid loud motor noises, banging of doors and chatting during these hours.
30. **Newspaper**: Please inform us if you take out a subscription for a newspaper. Also inform us about sample subscription you want to receive, otherwise they cannot be delivered.
31. **Music (including vocal exercises) in the** rooms is limited up to 4 hours from Monday to Saturday between 08:00 and 20:00 per day. On Sundays and holidays practicing is strictly forbidden. In the recreation room and in the prayer room located in the basement, from Monday to Saturday between 08:00 and 22:00 you can practice in volume. These two alternative rooms are open for you. You do not need a key. On Sundays and public holidays, however, practicing is also forbidden in these two rooms. A violation of those set rest periods may lead to termination without notice!
For important reasons (such as events in the halls), the two practice rooms in the basement can sometimes be closed. In this case it is not possible to practice in those alternative spaces.

32. **Parcel service:** Goods ordered for example through the internet and delivered as parcels can be picked up at the DHL recipient service "Packstation". Sign up for free through the internet via www.paket.de. If you have a parcel delivered to the dormitory, you have to be present that day to accept it in person. In this case the deliverer will ring your apartment which is why you have to indicate your room number when ordering. **The administration office will not accept any parcels on your behalf!**

33. **Parking:** There is a parking area on the grounds of the Marienheim, parking lots can be rented by the residents. The car park is accessible through the gate which can be opened with a transmitter remote control. Parking space on the streets around the Marienheim is rare (Parkometers, or parking in the Heusteigstraße are possible). Please beware of the resident parking areas on Heusteigstraße. A resident parking permit is available at the registration office (Eberhardtstraße 39) and costs 400€ a year.

34. **Piano:** Tenants are allowed to use the piano for free, if the hall is not occupied. But only to private sessions, not for teaching or music lessons.

35. **Property management:**

Opening hours administration office:

Monday	08:00 to 12:00 a.m.	01:00 to 03:00 p.m.
Tuesday	08:00 to 12:00 a.m.	01:00 to 03:00 p.m.
Wednesday		01.00 to 06:30 p.m.
Thursday	08:00 to 12:00 a.m.	01:00 to 03:00 p.m.
Friday	08:00 to 12:00 a.m.	

Each inhabitant is responsible to inform oneself about important house information (Email, bulletin, newsletter).

You have to inform the management by contagious diseases, like measles, tuberculosis, ...

36. **Rent:** Only under exceptional circumstances can the rent payment be excepted in cash. The administration of the Marienheim decides on exceptional cases.

37. **Recreation room / kitchen:** In the basement of the Marienheim is a recreation room. It is open every day, except on Sunday, and can also be used for making music. If you want to use the room for a private event (eg. birthday party), you will receive the key in the office and be able to close the room.

It is allowed to host parties with up to 20 people there. Next to the recreation room is a kitchen which is equipped with an oven. The keys are handed out in the administration office during its regular opening hours. Please clean up the kitchen and recreation room after yourself. There will be a rental fee of 20 € if you receive the key.

38. **Registration office:** The citizen registration office which is responsible for the Marienheim and its residents is located on Eberhardstraße 39 in the 'Schwabenzentrum'. You can ask for the opening hours at our administration office. Registration is compulsory! Moving in you will receive a confirmation (Wohnungsgeberbestätigung) from us, which you will have to show at the citizen registration office.

Rent: The amount of rent depends on the size and furniture of the room. The sizes of the rooms range from 10 to 33 square meters. The rooms are equipped with a sink or a small bathroom (toilet, sink and shower) and are in general furnished. 11 of our rooms are not furnished.

39. **Room cleaning:** The cleaning of the own room is the responsibility of each inhabitant. Shared spaces like bathrooms and showers are cleaned by our staff. They also clean the floor and the surfaces in the kitchens. Leftover food after cooking has to be removed by each resident. Kitchens and bathrooms have to be left behind in a clean and tidy condition after use. When you move out your room, your refrigerator shelf and kitchen shelf have to be handed over clean. If this is not the case we charge you up to 40 € for the cleaning. Anyone who receives a **room which includes a bathroom**, is required to attend a "bathroom training". This will be carried out by our domestic management and takes about 10 minutes. The tenant needs to undertake this training course no later than 4 weeks after moving in.

40. **Room arrangement:**
- a. The cleaning of the own room is the responsibility of each inhabitant.
 - b. Please ventilate your room regularly
 - c. Please lock up the door by leaving the room (risk of theft)
 - d. If you are not at home, please keep the windows close.
 - e. For safety reasons it is not allowed to put items on the window ledge.

41. **Security service:** A security company is instructed by us to make irregular nightly walks on the first floor and the basement. They also ensure the locking of the exterior doors.
42. **Smoking:** Smoking is prohibited in the entire building and on the balconies. We urge you to only smoke in the courtyard. That also applies to your visitors.
43. **Sunday rest:** On Sundays and public holidays, playing music is not allowed. We ask all of our residents politely to suspend their exercises on this day so it can be a day of rest for everyone. In case you want to practice and play in your rooms during the week and in the evenings, please arrange with your neighbors.
44. **Telephone consultation:** We offer all tenants a telephone consultation twice a week so that you can discuss your concerns and questions in a personal conversation with us.
These office hours are: Mondays between 1 p.m. and 2 p.m. and Thursdays between 10 a.m. and 11 a.m. at the following telephone number: 0711-2109-00. Except on holiday. Don't hesitate to contact us; We look forward to hearing from you!
45. **Telephone:** It is possible for each room to register a telephone access with the Telekom or other providers.
46. **Termination**
A notice of termination must be received in writing by the last day of the previous month in writing. Example: Termination on April 30 - written notice must be received by March 31st. We accept termination only at the end of a month.
47. **TV / radio:** Registration for TV and radio have to be organized individually. They may be used at low volume. There is a plug-in for TV and radio in each room. A receiver is not necessary.
48. **Vacuum cleaner:** A vacuum cleaner can be borrowed during the opening hours of the administration office and has to be returned on the same day during the opening hours. You will be charged 1 Euro for each day of delay.
49. **Visitors:** Each resident is responsible for the behavior of her visitors. Other residents must not be disturbed by the inappropriate behavior of guests. Perpetual

violations of this rule can lead to the termination of the lease contract without notice.

On each floor there are toilets available for male visitors (rooms 169/269/369/469). All other toilets and bathrooms are only accessible for women.

By safety reasons, visitors who stay overnight must be registered in the administration. We charge 5.00 € per night for electricity, water and district heating. You will receive a visitor mattress free of charge. For reasons of space, more than one visitor (e.g. parents from home) may not be accommodated in the dormitory. The rooms and the communal kitchens are not equipped for this. There is a pension in the area:

<http://www.am-heusteig.de/www.am-heusteig.de/index.html> and also a hotel:

<https://www.abalon.de/Kontakt.html> where your guests can stay during the visit.

50. **Washing machines:** There are washing machines for the use of the residents in the basement. Coins for the machines are to be bought at the administration office during its regular opening hours (2,00 € per piece). You need one coin for a cycle of 30 or 40 degrees and 2 coins for a cycle at 60 degrees. Please do not interrupt the cycle if it is not finished entirely.

51. **Avoiding pipe blockades:**

There are many reasons why a drain clogs: hair, scraps, small items like hair ties, hairpins, earrings, etc. Please, never put chemical pipe cleaners into the drain. Pipe cleaners are very caustic and bad for the environment. Incorrectly dosed, clumped the granulate, becomes hard and clogs the pipe. Therefore, please call our handyman, if water stops draining. You can send an email to the administration and we'll fix the problem promptly. Best help: Prevent!! A small „drain strainer“ for the sink helps against coarse dirt. It isn't allowed to put leftovers into the spoud. Please wrap the leftovers into newspaper and put it in the residual waste.

52. **Windows:** Please keep your windows closed during your absence in order to avoid rain coming inside. The leaser is liable for all the damages resulting from leaving their windows open during rain and storm.

The windows in all rooms are old and listed. Accordingly, they must be handled carefully. We point out that the skylights above cannot be opened. Please open only the "normal casement windows" below to ventilate. If you have questions, you can contact us. We will happily show it to you on site.

For safety reasons it is not allowed to place any objects (for example flower pots) on the window ledges.

PLEASE NOTE: Violating house rules can lead to warning or termination of contractual relationship.

Standort des Marienheims



Stand: Juli 2020

Hausleitung: S. Hassler; S. Türk; Hausverwaltung: S. Horwath
Hauswirtschaft: B. Schmidt, H. Estifanos