

Vitalis - HOUSE RULES

The rules of the house have been established with the aim to make sure a pleasant stay for all our guests. Everybody is asked to accept and follow these rules!

1. **Smoking** and handling with fire and naked flames is strictly **prohibited** in all buildings!! Who carelessly activates the fire alarm system (smoke detectors on the ceiling) or abusively activates the fire alarm will have to pay the full costs of the run of the fire brigade (ca. 5000 € each alarm). Smoking is permitted **only** within a 3-meters radius away from the ashtrays **outside** of the buildings. When smoking inside the room all students living in the room will pay **50 €**.

Bringing and drinking **alcohol** or the use of **drugs** is **prohibited to all people** on the premises.

For reasons of safety and hygiene it is not allowed to bring food from the home country (e.g. cheese, sausages, tinned meat and other foods). There is a danger of food poisoning from rotten food as a result of wrong storing and/or cooling during the transport or when stored in the rooms.

If food is brought upon arrival the Vitalis staff will take and throw away the food.

2. For reasons of safety and hygiene it is not allowed to prepare hot or cold meals in the rooms. Water boilers and hot plates are not allowed inside the rooms. When acting against this rule and **keeping perishable food inside the room**, all students living in the room will pay **20 €**.

Prohibited items like **water boilers, not certified extension cables, etc.** have to be handed to the teacher by arrival.

3. The tea kitchen can only be used when the accompanying person (teacher) is present all the time and has to be locked afterwards. The room has to be left clean and tidy. It is not allowed to take outside the equipment (plates, cups, silverware). The record of attendance has to be filled in - control the room and don't forget to sign!

Small amounts of food bought in German supermarkets can be stored in the fridges of the teacher's apartment.

4. Mobile phones and laptops can not be on the beds during charging. There is danger of fire due to the heat during charging. When ignoring this rule the host organisation staff is allowed to take all devices and give them back on the day of departure.

5. Waste has to be separated to **glas, paper, plastics/packaging and metal**. The waste is to be taken out of the room every day. If not sorted correctly it has to be done afterwards. For hygiene products (**sanitary napkins, tampons, condoms, dental floss, cotton wool pads**) there are small buckets in every bathroom. They can **not** be flushed down the toilet because they clog the waste water system.

Opening times of the garbage containers: **07:30 - 08:00** and **16:00 - 16:30**.

6. It is forbidden to slide down the stair-rails, sit on or climb over window boards or other handrails.

7. The host organisation is not liable for electronic devices or other items lost during the stay. The host organisation is not liable for money or documents of the participants if they are not kept in the room of the accompanying person/teacher.

During the entire time of the stay each student has to take care of his/her own belongings.

8. On the entire premises there is an official time to keep quietness at night between **22:00 and 06:00**. Regarding this rest time the shower should not be used during that time. Who causes noise without reason will be charged **100 €**.

9. The club opens from Sunday to Friday 20:00 to 23:00, on Saturdays it is closed (after 22:00 it has to be quiet outside of the club). It is not allowed to bring and consume own beverages. The consumption of alcohol is regulated by the colour of the bracelet. Smoking inside the club is prohibited. The instructions of the club staff have to be followed.

The accompanying person (teacher) is responsible for the group during the entire time of the stay. The consumption of beer and wine is permitted **only** in the club and only on agreement with the teacher. If or not a group is allowed to consume is to be seen by the colour of the bracelet every student receives on the day of arrival. When having and/or consuming alcohol inside the rooms, all the students living in the room pay **50 €**.

10. After receiving the bracelets have to be worn at all times. When loosing the bracelet it has to be reported in the office. The colour of the bracelet is decided by the school before arrival or by the accompanying person upon arrival.

Red - no alcohol, no lunch bag

Green - alcohol allowed only in the club, smoking by the ash trays

Blue - lunch/lunch bag

The bracelets are to be attached only by VITALIS staff and not given to the accompanying teachers.

11. When disturbing the domestic peace the VITALIS staff has to right to fine the students. Spitting: 5 €, Throwing chewing gum: 10 €

In case of deliberate damage or major dirtying the host organisation will take disciplinary or pedagogical measures. Use of violence or serious threat of violence towards guests or staff is forbidden and will be reported. It also results in the person being sent home. The costs will be paid by the participant or his/her parents.

12. When loosing a key the students pay 20 € for the room keys, 20 € for the tea kitchen keys and 5 € for the key to the sport equipment.

13. In case of technical problems or the need of repair it has to be reported in the office (09:00 - 17:00). The students of a room are liable for intentional damage or destruction.

14. The sports area can be used independently from 08:00 until 22:00. Each person has to take care that it is left clean and in order and that no one gets hurt. The keys for the lockers with the sports equipment are handed out to the accompanying person on the day of arrival.

15. In the lockers there are to be found 1 football, 1 volleyball, 2 badminton rackets, 1 flight and 1 ball pump. All the kinds of sports are only to be carried out at the sports area. Please be kind to each other and avoid damages on people or equipment. Damages are to be reported immediately. If not, the group will be made liable for the damage (football 15€, volleyball 15€, rackets 15€).

16. The fallow deer in the back of the premises can be looked at or taken pictures of **only** by small groups of quiet people. The distance to the fence has to be respected, do not cross the white/red strap. The fence is under voltage. It is strictly **prohibited** to **manipulate** the **fence** or **throw food** to the animals.

17. The accompanying person (teacher) has a role model function and is asked to act according to that at all times. He/She is responsible that the group respects the rules of the house and is asked to control the group on a regular basis also in the late evening.

We point out that we carry out unannounced controls of the rooms to make sure that the rules are followed.

18. It is strictly **prohibited to wash clothes inside the rooms (fine: 500 €!)**. We have a biological defecator which will be destroyed by the chemicals.

For washing clothes, please use the **laundromat service „Laundry /Washmaids“** in Leipzig. (please see annex 1.; bus schedule annex 2; tram schedule annex 3)

address: Georg-Schumann-Straße 203, 04159 Leipzig
phone: 0049 0361/ 6011735
opening hours: Monday to Sunday, 07:00 - 22:00 hrs
prices: 6,5 kg washing machine 4,00 €
8 kg washing machine 6,00 €
13,5 kg washing machine 9,00 €
8 kg dryer (10 minutes) 2,00 €
extra powder 1,00 €

Bed sheets will only be changed when the group stays longer than 2 weeks. It has to be announced in advance on Fridays and can then be changed on Monday. Please bring only as the **entire group** to the kitchen **during breakfast** and pick them up in the evening **before dinner**.

Ironing is only possible in the laundry room in the kitchen. It is not possible to borrow an iron. Please talk to the kitchen staff.

19. There are cleaning tools (brooms, wiper, hand brush) in wardrobes on every floor. Please bring them back after cleaning your room. All things in and around the house have to be dealt with carefully.

20. It is not allowed to manipulate the **TV** in the rooms. The OSD language has to stay in English and is not to be changed. It is possible to lend a remote control on pledge (20 €) when arriving. If the remote control is damaged the money will not be given back.

19. **Kitchen** - it is prohibited to take food, silverware, cups, glasses and plates outside of the kitchen. The entrance and exit is marked on the doors. Without bracelet - no food!

20. **Internet** - the wifi network is named „Skynet 2.0“, password: 12345678987654321.

We ask all users to use the connection only for purpose of communication via Facebook, WhatsApp, Skype, etc. It is prohibited to download illegal content such as movies, games, music, etc.

Each participant will be able to consume 10 GB for free on each device. Once 10 GB are used up the internet access will be blocked. To have the account unblocked the participant pays 5,00 € in the office.

I declare that I have read and understood the rules of the house and will accept and follow them.

Name and Surname

Name and Surname