

Appendix 1

Terms of use

Guest apartments

The Technische Hochschule Nürnberg Georg Simon Ohm has two single apartments available for rental to guest lecturers and international guests.

For your reference and to maintain the quality of your stay, the following rules apply for every guest; these rules are part of the rental agreement, which means they must be accepted as a prerequisite to conclude the rental agreement. Therefore, we ask that these rules be adhered to and that the safety and administrative instructions be observed.

The rules have been established to ensure guests have a pleasant stay in the apartments.

1. Length of Stay, Cancellation, and Cancellation Fees

1.1 The guest apartments can be rented for a period of up to three months.

Only guests who are registered by the International Office of the Technische Hochschule Nürnberg Georg Simon Ohm are permitted to occupy the guest apartments overnight.

1.2 Guests are entitled to cancel the contract before the rental period begins. If a rental agreement is withdrawn / cancelled, the lessor (Technische Hochschule Nürnberg Georg Simon Ohm) will charge a cancellation fee according to the following table:

Cancellation	Up to 7 days before the rental period begins	free of cost
Cancellation	Less than 7 days before the rental period begins	10% of the full rental cost

1.3 Cancellation fees will be invoiced after the end of the originally booked stay. If the apartment is rented during the period of the originally booked stay, the cancellation fees will be relative to the length of the new rental.

2. Pets

It is not permitted to bring pets to the apartments.

3. Obligations and Responsibilities

The guest is obliged to handle the furnishing and equipment in the apartment with care. Defects, damages, and loss to or of furniture or other items in the apartment must be reported immediately to the International Office via email to stefanie.ueberberg@th-nuernberg.de. If defects, damages, or loss to or of any contents of the apartments are due to the guest's own fault or the fault of any of their visitors, the resulting costs shall be born by the guest.

In consideration of the residents of the other guest apartment and neighbours, making noise should be avoided between 10.00 pm and 7.00 am throughout the building and in the outdoor area; if and as far as possible at other times as well. No smoking is permitted in the entire building, including in

the guest apartments. It is not permitted to install or mount nails, hooks, adhesive strips, etc. to the walls, doors, or furniture. No changes may be made to the furnishings of the apartments or the common areas. For environmental and financial reasons, we ask that electricity and water be used responsibly and conserved. Before departing from the apartment, all personal items should be removed by the guest. In particular, no food, food waste, or other consumables (e.g., detergents) may be left behind.

4. Valuables, Insurance

4.1 No liability can be incurred by the university for valuables, money, and/or other personal belongings in the apartments.

4.2 The university does not have a household contents insurance policy.

5. Room Keys

The doors to the apartments should be kept locked for security reasons. The key may not be passed on to other individuals and should be stored with care. If the key is lost, e.g., through loss or theft, the locking system must be changed; this is associated with high costs for the replacement and installation of locks and producing keys. Regardless of fault, the guest who is occupying the apartment will incur these costs. We therefore recommend private liability insurance that includes loss of keys. If the key is lost, this must be immediately reported to the International Office of the Technische Hochschule Nürnberg Georg Simon Ohm, so appropriate security measures can be undertaken. Keys or copies of keys may not be made.

6. Internet, Post

6.1 Bayern-WLAN provides free access to WiFi. The Terms of Use of the WiFi provider apply.

6.2 Postal mail must be addressed to the university address with the addition of the apartment number. Post items will be delivered to the letter boxes for the apartments; a key for the letter boxes is on the key ring for each apartment. Parcels are delivered to the Receiving Department (*Warennahme*) and the recipient will receive notification of the parcel in writing. The location and opening hours of the Campus Post Office are available on the university website.

7. Cleaning the Apartments, Trash Removal, Ventilation

7.1 The guest is responsible for cleaning the apartment including the kitchen. In addition, each apartment will be cleaned thoroughly once a week in accordance with an established schedule by cleaning staff: The cleaning staff cleans the floors, all surfaces, and the bathroom; towels and bed linens are exchanged once weekly. On the day the cleaning staff will be in your apartment, all surfaces, shelves, and the cooking and sink areas should be cleared of all items, as the cleaning personnel are instructed not to touch personal belongings. Furthermore, they are not permitted to undertake any additional tidying or cleaning work.

7.2 Upon departure, the apartments must be clean-swept. Dishes must be washed, dried, and put away into the cupboards. All personal belongings must be removed from the room, cupboards, and wardrobes.

7.3 Information about regular trash removal and regulations from the City of Nuremberg regarding waste/recyclable separation (in multiple languages) is available in each apartment. We request guests observe these regulations.

7.4 Guests are responsible for regularly ventilating the apartments. Ventilation is also required in winter. Please turn off the radiators and open the window fully for a short period (approx. 15 minutes) three to four times daily.

8. Washing Laundry

8.1 Individuals who use the washing machine are responsible for using it properly. The instruction manual is included in the room brochure.

Compensation for damages caused by improper use of the appliance by the guest's own fault or the fault of any of their visitors must be paid.

8.2 Drying laundry

Laundry may be dried by using the clothes airer/laundry rack, exclusively, that can be found in the bathroom. Hanging and drying laundry in the living spaces can promote the growth of mildew and is not permitted.

9. Parking

There are no parking spaces associated specifically with the apartments. There are enough free parking spaces on the surrounding streets for guests' cars and other vehicles. Individuals renting the apartment may also use the underground park houses and private parking lots of the university. The precise locations of these facilities are provided in the information folder in the apartments. You can obtain a parking permit for these facilities at the Technische Hochschule Nürnberg Georg Simon Ohm's International Office.

10. Arrival and Departure

Arriving guests can retrieve their keys from the key safe at the entrance to the building.

The key is labelled with the apartment number. You will receive the code to open the key safe from the Technische Hochschule Nürnberg Georg Simon Ohm's International Office after the rental agreement has been signed. Departing guests shall return the key in the key safe.

11. Safety Information

In case of fire, inform the fire brigade as quickly as possible: Call 112.

Stairs and hallways must remain clear at all times as they are escape routes. The nearest first aid kit is on the ground floor of the building beside the entrance. In case of fire or other catastrophe, promptly proceed to the assembly point indicated on the escape route maps.

Bicycles may not be parked in the apartments, common rooms, or in the hallways. Bicycle racks have been provided in front of the building. Doors should be kept locked, in particular the doors to the building. If it storms, doors and windows must be closed tightly.

Unknown individuals and people not related to the university should not be permitted entrance to the building.

For safety reasons, it is not permitted to use electronic kitchen apparatus other than those provided in the guest apartment. This applies, for example, to electric woks, rice cookers, etc. The electric kettle provided in the apartment may only be used to heat water. This apparatus is not suitable for preparing tea, coffee, or warm milk. Please use the coffee machine to make coffee. It is not permitted to have open flames, in particular to light candles, in the guest apartments. Grilling is not permitted anywhere on the premises.

Before leaving the apartment, please check that:

- Electrical devices are turned off.
- Lights are turned off.
- Radiators are turned down.
- Windows are closed.

12. Binding Nature of the Terms of Use for the Guest Apartments

The terms of use apply for all guests of the apartments and for their visitors. Individuals who repeatedly or seriously violate the terms of use may be denied occupancy in the guest apartments.