

# House rules

## Internationales Centrum „Haus auf der Mauer“

1. The Internationael Centrum (IC) is a cultural and meeting place for all German and international students, university employees and their guests.
2. The owner of the house is the city of Jena, represented by the KIJ. The responsible institution is the Studierendenwerk Thüringen (Stw). The house authority is exercised by the Contact and Coordination Office (KoKoS) on behalf of the Stw.
3. The IC is open to the public Monday through Friday between 10:00 and 23:00. Before and after that, as well as on weekends, access is only possible for key holders.
4. The house is locked from 23:00 - 6:00. No one is allowed in the building during this time. The closing times of the house are binding for all users. Exceptions are decided by the contact and coordination office, which must be informed in advance of a longer stay.
5. Overnight stay in the house is prohibited.
6. Escape routes, in particular aisles, corridors and stairways and emergency exits, must be kept clear at all times and must not be closed during operation.
7. During events in the building, all emergency exits must be unlocked. In the event of an evacuation, an escort must be available for visitors with impaired mobility.
8. Display stands are available for the display of magazines, flyers and other information material. Posters may only be displayed in designated areas. Groups and institutions that are not residents of the house require the permission of the Contact and Coordination Office.
9. The offering, sale and distribution of goods by third parties is only permitted on the premises of the IC after prior consultation with the employees of the Studierendenwerk.
10. The International Centrum is a non-smoking area. The only exception is the courtyard.
11. Candles, fireworks and open fires are prohibited throughout the property.
12. Dogs and other animals are not allowed in the International Center.
13. Bicycles may not be parked in the entrance area. Employees and event participants may park bicycles in the courtyard for the duration of the event. Care must be taken to ensure that the entrances and exits remain clear.
14. Please take care of your wardrobe, bags and valuables yourself. The IC assumes no liability for them.
15. Pay attention to order and cleanliness. Help to make all guests feel comfortable in the house.
16. Help save valuable energy. After leaving the rooms, turn off the lights and lock the windows and doors. Turn down the heaters.
17. Leave the rooms as you found them. Tables and chairs are to be arranged according to the seating and room plans.

