

INTERNATIONAL STUDENT HOUSE 'HAUS JUSTINUS'

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justinzh@justinus.ch / +41 44 362 29 80**HOUSE RULES****PT 1: BINDING NATURE AND RELATION TO THE ACCOMMODATION CONTRACT**

The house rules are an integral part of the accommodation contract. By moving into our Foyer, unconditional compliance is assumed. The management will ensure that each interested party has access to an up-to-date copy of the house rules before signing the contract. Non-knowledge of the contents of the house rules will not protect against the consequences of non-compliance.

The house rules can be adjusted at any time by the management should circumstances require it. Changes will automatically come into effect at the beginning of the next rental period. The management will ensure that a copy of the latest house rules is available to the resident before signing a contract renewal.

Where house rules and accommodation contract content relativize each other, the accommodation contract takes precedence over the house rules.

PT 2: QUIETNESS IN THE HOUSE BETWEEN 12 A.M. AND 6 A.M.

The Foyer is a living place for students. Still, silence is essential between 12 a.m. and 6 a.m. During this time, it is prohibited to speak loudly in the corridors, stairs and floors, to host loud meetings in the room, making music or playing music sources loudly as well as cleaning the toilets and showers (see 'Cleaning Duty').

As a matter of principle and as a sign of respect, the door should not be slammed. The same applies to the use of the showers between 12 a.m. and 6 a.m.

PT 3: EVENTS ORGANIZED BY RESIDENTS

Larger events organized by the residents should be approved in advance by the management and be open to all residents. Inviting external guests is not forbidden in principle, but should be kept to a minimum.

PT 4: SEMESTER DINNER

A semester dinner is held twice a year by the management. Attendance is compulsory for all residents.

PT 5: LETTERS AND PARCELS

The reception accepts incoming letters and parcels on behalf of the resident and places them in the resident's internal mailbox.

The resident is responsible for parcels that are delivered outside the opening hours of the reception. The management does not assume responsibility or liability for packages left outside the building or in the common areas.

The resident must take care of the redirection of letter and parcel deliveries before departure. Letters and parcels that arrive in the Foyer after the resident's departure will be returned to the sender. Storage or forwarding is excluded.

PT 6: SECURITY

Outside the opening hours of the reception the back and front door of the Foyer can only be opened by using the entrance code. Leaving the doors open (blocking) outside the opening hours is prohibited.

The entry code is changed once a month. Passing on the code to unauthorized persons is prohibited.

PT 7: RESIDENT'S KITCHEN AND DINING ROOM

The kitchen can be used for cooking from 6 a.m. until 10 p.m. (microwaves always remain available).

All kitchen appliances such as kettles, microwaves, etc. are equally available to all residents and must not be removed from the kitchen.

The use of the appliances, especially the microwaves and the oven, is subject to certain rules that must be observed at all times. In case of repeated disregard, the management reserves the right to deactivate the respective equipment. Damage caused by improper use will be repaired at the expense of the offending resident.

For residents who do not have a refrigerator in their room, the management will provide two storage boxes that can be placed in the common refrigerators. It is not allowed to use more than those two boxes or to place own boxes. Food deposited outside the boxes will be removed and disposed by the management without further warning.

Upon arrival, the resident will be assigned a kitchen cupboard. It is not permitted to use a cupboard other than the one assigned, even if it is empty.

Upon arrival, the foyer provides the resident with a small selection of cooking utensils. These are to be returned within 30 days, but can also be 'bought' from the Foyer if desired.

Correct separation of materials (aluminum, glass, etc.) is mandatory. Appropriate facilities are available.

Residents are responsible for keeping the kitchen clean and behave accordingly. The Management will not tolerate residents being caught leaving the kitchen or common areas such as the dining area dirty (see also 'Cleaning Duty').

The use of the dining room is permitted on the assumption that all the furniture contained therein is left in its place and left clean at the end of its use.

PT 8: COMMUNAL TOILETS AND SHOWERS

Communal toilets are available in each wing and can be accessed by the room key of the corresponding floor. Their use is expressly bound to the observance of basic rules of respect. These include, but are not limited to: Using the flush when finished, sitting down when urinating and using the toilet brush. The washbasin is used for washing hands only and shaving at the communal washbasins is expressly prohibited. Management will not tolerate disregard of these rules

Communal showers are available in each wing and can be accessed by the room key of the corresponding floor. Their use is also bound by universal rules of respect. After using the shower, each resident must ensure that all residues, including hair, are removed.

The showers should not be used between 12 a.m. and 6 a.m. out of respect for the rooms adjacent to the showers.

It is the residents' responsibility to keep the toilets and showers clean (see also 'Cleaning Duty').

PT 9: LAUNDRY ROOM

The Foyer offers a laundry room with two washing machines, an electric dryer and a space for hanging and drying clothes, as well as one ironing board with one electric iron exclusively for the residents. After use, the resident is responsible for maintaining the clean state of the machines.

Hanging wet / damp clothes in the rooms is prohibited. A drying room is available for this purpose.

Do not block the washing machines or leave clothes hanging for longer than necessary. The management reserves the right to clear blocked washing machines and to remove clothes that have been left unattended for a longer period of time.

The foyer provides suitable detergent for the residents. The use of own detergents is permitted, but is at the residents own expense.

Keeping the laundry room clean is the responsibility of the residents (see also 'Cleaning Duty').

PT 10: FIRE PROTECTION RULES / FIRE EMERGENCY

In case of a fire, the house is equipped with fire protection doors that close automatically. These doors must never be blocked so that they cannot be closed. No object must block the smooth circulation of the hallways and stairways and it is forbidden to leave anything flammable in the hallways (furniture or garbage bags, for example).

Evacuation exercises take place twice a year - every resident is obliged to take part in at least one of these exercises.

PT 11: NON- SMOKING ENVIRONMENT / ABSOLUTE SMOKING BAN

The Foyer is a 100% non-smoking environment; thus smoking is prohibited on the entire premises. This applies to balconies, the terrace, the barbecue area and all other common indoor and outdoor areas. The management will not tolerate any violation of this regulation. The resident is liable for the disregard of the non-smoking rule of his visitors and guests in the same way as if he had smoked himself.

PT 12: COOKING AND EATING IN THE ROOM

Cooking in the rooms is strictly prohibited. It is also prohibited to operate rice cookers, microwaves and similar appliances used to prepare food. However, the operation of commercially available kettles is permitted (but to boil water only). Eating in the room is not explicitly prohibited, but it is the wish of the Management that meals are taken in the dining room whenever possible. The resident is liable for any damage or emissions caused by eating in the room. This also applies to insect infestation due to improperly stored food or poor hygiene.

PT 13: SUSPENDED ROOM SERVICE

In the event that the Foyer is unable to provide regular room service to residents (due to pandemics or other influences beyond the management's control), an alternative regime will come into effect in which the residents themselves are responsible for room service. In any case, however, the Foyer guarantees the resident the provision of fresh bed linen twice a month.

PT 14: TERRACE, GARDEN SEATING AND BARBECUE AREA

The house's own terrace and barbecue area are accessible to all residents and are to be used communally. The garden seating areas belong to the respective rooms and are considered 'private areas' - use and access is prohibited without the express permission of the respective resident.

PT 15: BICYCLES AND BAGGAGE STORAGE ROOMS

The Foyer offers a bicycle garage and a bicycle shelter. Residents who wish to use it, must fill out the '*Bicycle registration form*' at the Reception and attach a label, provided by the reception, on the bicycle.

The Foyer will keep any "forgotten" bicycles for no more than 30 days after the resident's departure.

The Foyer offers storage boards in the attic and on the floors. These can be rented on a monthly basis for an additional charge (first comes first serves).

PT 16: MEETING- AND STUDY ROOM

The Foyer has a small meeting room that can also be used by the residents as a study room. The key to the meeting room can be collected from reception against signature. There is no fundamental entitlement to the use of the meeting room by the residents and the Management has the primary right to use the meeting room at all times. Use of the meeting room is free of charge for residents, but strict adherence to the room rules is required (in particular, eating in the meeting room is strictly prohibited).

PT 17: BREAKFAST

The Foyer offers its residents a small breakfast consisting of bread, coffee, milk and cereals daily from 7 a.m. to 9 a.m. (chargeable).

The consumption of breakfast must take place in the dining room; it is not permitted to take food and/or dishes to the room.

PT 18: HARASSMENT AND DISCRIMINATION

The Management will not tolerate discrimination of any kind against any individual or group of residents against any other person or group for any reason whatsoever. Our Foyer should be a place where one can have a respectful, inter-religious and inter-political discourse without being discriminated against by others on the basis of one's own values, race or gender. Thus, the management expects absolute openness from all residents and expressly reserves the right to take appropriate measures if it finds that this expectation is being disregarded. This also applies to unwanted (sexual and non- sexual) approaches, whether these are due to a cultural "misunderstanding" or not.

PT 19: INTERPERSONAL RELATIONS

Relationships between residents, provided they are mutual and consensual, are of course permitted. However, romantic relationships between residents and members of the house staff are not allowed. Likewise, the staff is not permitted to receive residents of the foyer in private or to engage in any other inappropriate activities with them which could undermine their neutrality.

PT 20: CLEANING DUTY

The communal kitchen, toilets, showers, laundry room and other communal areas such as the party room, dining room and study room are cleaned by the residents at fixed times and in a rotation determined by the Management in a binding cleaning schedule (bathrooms, toilets and other communal areas; between 6 a.m. and 12 a.m., communal kitchen between 11 p.m. and 6.30 a.m.). The cleaning schedule is drawn up one month in advance and is binding. The 'wing responsible' is responsible for checking that the cleaning duty has been carried out correctly and reports directly to the house management.

Every resident is obliged to take part in the training course '*correct maintenance of the common areas*' no later than 14 days after moving in.

The correct performance of cleaning by the residents is an integral part of living together in our Foyer and is monitored by the Management. Exemption from the cleaning duties is excluded. In the event of unexcused non-compliance, a fine of CHF 50.00 will be levied in favor of the student fund (see 'Student Fund') and the resident will be assigned twice for the next time. Repeated failure to comply may result in the termination of the accommodation contract.

The Foyers staff is available to assist residents with questions and advice.

PT 21: STUDENT FUND

Each resident pays a flat monthly fee of CHF 2.50 into the student fund (included in the rent). This fund is used to hold 'Semester Dinners' and other events supported by the Foyer. The Management will draw on the student fund if it has to pay for damage caused recklessly by residents. At the end of the year, surpluses are usually distributed to organize a small 'Christmas Dinner' for the residents.

PT 22: VARIOUS TOPICS

Children are not authorized in the Foyer for security reasons and to maintain a calm atmosphere for the students.

Animals are strictly forbidden in the Foyer for hygienic reasons.

The Foyer keeps lost items for no longer than 30 days.

Wherever possible, the Foyer follows the paperless administration correspondence. The resident must therefore take care to provide the management with a valid e-mail address and regularly check the receipt of e-mails. The Resident is responsible for meeting the electronically communicated deadlines and is aware that failure to do so may result in sanctions.

In case a resident loses a key, the resident will be charged for its replacement: room badge CHF 25.-, emergency room key CHF 250.-, kitchen cupboard key CHF 95, attic cabinet key CHF 95.- and floor cabinet key CHF 95.-

The resident should always keep the following principle in mind:

«I am a guest here, not a tenant or owner, so I will behave as such»

ZÜRICH, 01 JUNE 2022