



## House rules

**Dear guests of the accommodation Alte Post Nauen,**

You will spend your stay in a well-kept room rental.

I invest a lot of effort in the care of my accommodation and hope that you will have a pleasant time at the Alte Post Nauen and be able to relax.

My house rules are meant to provide some assistance below. I describe in them how I imagine dealing with my rooms and the inventory. I have also listed some rules, which I hope you will understand. By treating my rooms properly, you help me to be able to provide you with attractive accommodation in the future.

I wish you a pleasant stay.

### Arrival

The rooms can generally accommodate **from 2 pm.** onwards. Earlier arrivals can be arranged with me.

### Departure

The rooms must be available to me again **from 10.00 am.** on the day of departure so that I can prepare them for the next guests. Exceptions to this rule require my agreement.

### Key

On arrival, after the bill has been settled, the keys will be handed over to you through a key safe. These keys open your room as well as the entrance door of the room rental. I ask you to keep the room/entrance door key carefully when leaving the house. The key is not allowed to be given to strangers. In case of loss of the keys, the guest is responsible up to the amount of the replacement costs for the affected locks and keys. Visitors are not permitted. The overnight stay of strangers is strictly forbidden.

### Security

For your safety, there are escape plans and fire regulations in the rooms and corridors. The windows are only used for ventilation. It is not permitted to sit on the windowsills or climb out of the windows. In the event of a fire, the fire department has marked the windows as emergency exits and instructed the rescue teams to use them.

### Duty of care

During your stay, I ask you to behave in an environmentally friendly way, especially when using water, heating and electricity. When using the heating, please keep doors and windows closed. When ventilating, please turn down the heating. Especially during the heating season, please make sure to air your room intermittently. Also, I ask you to regulate the heating elements moderately and to use water and electricity sparingly. When leaving the room, please also make sure that all

# Zimmervermietung Alte Post Nauen



lights, televisions, hotplates and other technical devices used are switched off. Please close all windows and doors when leaving the room to avoid damages caused by storms.

## **Bathroom**

I ask you not to throw away any **hygiene products or leftovers of food** in the toilets or sinks.

## **Kitchen**

The kitchen in the room rental is a shared kitchen. Please note that dishes can only be put back into the cabinets when they are clean and dry. The same applies to cutlery, pots and other appliances you have used. After using the kitchen and hotplates, we ask you to clean them immediately. Cleaning products are available for this purpose. Food or supplies are to be labeled and can be kept in the fridge during your stay in the fresh-keeping tins you have brought with you or in appropriate containers. **This is necessary so that all guests can find the kitchen in a clean and perfect condition at any time!!!!**

## **Dishes and shower towels:**

Any inventory made available to you must be left in the rented rooms.

## **Trash**

Waste separation has been mandatory in Germany since 2015. Please follow the regulations and help us to separate the rubbish correctly.

## **Rest periods**

In the spirit of a good neighborhood, I ask you to keep the night rest from 22:00 to 06:00. During this time, please avoid using the showers and other noises. Disregarding the rest periods can lead to immediate cancellation of the accommodation contract.

## **Cleaning**

The rooms must be kept in good condition during the stay. From a stay of more than six days, the room will be cleaned during the stay. The removal of extraordinary dirt will be charged separately to the guest.

## **Pets**

Bringing pets is generally forbidden.

## **No smoking**

Please observe the strict smoking ban within the entire building.

## **Liability and damages**

Please handle our facility with care. Damage to the building or inventory must be reported immediately. Within the limits of the legal regulations, liability must be assumed for this. The accommodation provider explicitly assumes no liability for the loss of private property and valuables, such as jewelry, cash and technical equipment. Stealing and damaging of the property will be reported immediately. The same applies to the liability for damages regarding other measures (e.g. fire brigade, police or rescue service operations), for the actual or assumed averting of dangers for guests, staff and the building, provided these are due to careless or intentional behavior by house guests.

# Zimmervermietung Alte Post Nauen



## **Others**

I'm asking you to put all your personal belongings in her room. Please do not leave any clothes or other items in the bath/shower or shoes in the hallway. Please do not put bottles of drinks on the windowsills. Please do not eat in the beds or store food in the bedside tables or under the beds. It is not permitted to hang or dry your laundry in the rooms. A washing machine and a drying facility in the shower rooms are available for this purpose. Please note a fee of two euros (2 €) per wash.

It is not permitted to rearrange the rooms, move beds or other furniture or transport them to other rooms. Guests are not permitted to use the rooms for their commercial purposes. It is forbidden to own, consume or trade-in prohibited narcotics (drugs), as well as weapons and dangerous objects of any kind in the rooms of the room rental service and, will result in immediate room rental ban!

## **Domestic Authority**

The room rental administration or their representatives exercise the householder's rights. The room rental administration can enter the rooms at any time to exercise the householder's rights, e.g. to perform necessary cleaning measures or, in case of trouble with the household harmony, to take necessary measures. In case of disturbance of the household-peace or offence against the house rules, the room rental management is authorized to take appropriate measures to restore order. Room rental bans can be issued after repeated warnings or in case of gross violations of the house rules. This measure does not release the guest from his or her duty of payment regarding the booked overnight stays, as well as possible claims for damages by the room rental management.

Thank you very much for respecting these house rules!

Your hostess

Petra Schiffer

Alte Post Nauen