



STIFTUNG
zur Förderung der internationalen
wissenschaftlichen Beziehungen der
Goethe-Universität Frankfurt/Main

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Stiftung zur Förderung der internationalen wissenschaftlichen Beziehungen
Senckenberganlage 31 · Postfach 11 19 32 · D-60054 Frankfurt am Main

RULES FOR RESIDENTS

GUEST HOUSES DITMARSTASSE 04 AND FRAUENLOBSTRASSE 01

Dear guest,

We offer you a cordial welcome in the guest houses of the Foundation for the Promotion of International Scientific Relationships of the Johann Wolfgang Goethe-University Frankfurt.

MEETING PLACE / GARDEN PAVILION

The meeting place, the common rooms and the garden pavilion can be used by the residents of both houses as long as there is no other special event taking place.

We would appreciate if you could respect the following rules so that we can maintain the high standard of our service.

ARRIVAL

Arrival as well as the handing over of the apartment usually occurs on the first working day of the month between 12pm and 1pm.

DEPARTURE

On the day of departure, please move out of your apartment by 10am and return the keys to the housing administration. If you are departing during the weekend, please put the keys on the table in your apartment.

In the case of leaving the apartment earlier than originally planned, please inform the **housing administration**.

CLEANING / LAUNDRY SERVICE

Your apartment will be cleaned once a week on a fixed day. The bedclothes and towels will also be changed weekly.

Should you be in need of additional bed linen, please ask the housing administration.

VISITORS

If you expect a guest to stay with you at the apartment, please inform housing management 3 days in advance. Only one person can stay overnight and the overall stay should not exceed 7 to 10 days. We will charge 15,00 Euro per night. An additional spare bed as well as towels will be provided.

FURNITURE/FACILITIES

Please do not re-arrange the furniture in your apartment, such as cupboards, sideboards and filing cabinets. It is not allowed to install electronic kitchen devices in the living area. Please do not attach anything to furniture or walls with tesa stripes or self-attaching hooks.

KITCHEN

In order to not unnecessarily hamper the cleaning of the kitchen units for our staff, we kindly ask you to

1. clean the heating plates, saucepans and the kitchen sink immediately after cooking.
2. defrost the refrigerator once a month to avoid icing-over.

Dish detergents, scouring powder as well as dish towels are available in sufficient quantities. If the cleaning personnel need extra time to put your apartment in proper order, you will be charged for an additional amount.

LAUNDRY FACILITIES

A washing room equipped with two washing machines and two tumble dryers is available and free to use.

Washing powder and fabric softener will not be provided.

Neither washing nor drying of laundry inside the apartment is allowed, because the apartments are not equipped with the necessary ventilation.

GARBAGE

Everybody is responsible for the disposal of his/her own garbage.

In consideration of the protection of the environment, we put great emphasis to the system of SEPARATE GARBAGE COLLECTION.

The following garbage cans are at your disposal:

- BLACK cans for normal garbage
- GREEN cans for paper
- YELLOW cans for packing material/plastic waste (in Ditmarstraße only)
- Glass has to be disposed separately. The corresponding containers are located at the corner Miquelallee/Frauenlobstraße, just opposite of the entrance of the guesthouse Frauenlobstraße.

IN CASE OF EMERGENCY

In cases of emergency such as the malfunction of heating, electricity or in any case of water damage et cetera, please contact the technical assistance – **DELTA, Phone: 069 79833481 (available day and night)**

HOUSING ADMINISTRATION

Maria Reinhardt

E-Mail:

m.reinhardt@em.uni-frankfurt.de

Telefon: (069) 798 13 100

International Office

Isabelle Grycz de Porras

Goethe Welcome Centre

Telefon: (069) 798-17193

E-mail: Porras@em.uni-frankfurt.de

Office: Campus Westend,
Bauleitgebäude
Zimmer 01

We appreciate your cooperation and assistance to keep the apartments in good order for future visitors. Should you have any questions or requests, please contact us for help.

April 2018