

## Terms of Use for Common Rooms

**You have received a key for this room. Upon using this room, you accept the conditions of tenancy and the following rules:**

- The keys will only be handed out to tenants of the Studentenwerk Leipzig halls of residence.
- Fellow tenants and local residents must not be disturbed or inconvenienced neither by the user nor by his or her guests.
- Any disturbance of the peace, especially between 10:00 p.m. and 6:00 a.m., is forbidden.
- Smoking is forbidden throughout the entire hall of residence and is only permitted in the designated areas outside the hall of residence.
- The rules of behaviour in case of fire must be observed (see conditions of tenancy).
- Overnight stays within the common rooms are forbidden.
- All items of furniture must be cleaned after use.
- The room must be left in a clean state after use. Any leftover food and any waste must be disposed of in a proper manner.
- Any personal items must be removed again immediately after use.
- After use, all windows must be closed, the heating must be turned down (position on star symbol, frost protection) and all doors must be locked.
- All electrical appliances must be unplugged.
- The loss of keys/transponders as well as any damages and any need of repairs must be reported in writing to the janitor no later than the day after use by 9:00 a.m. (via E-mail or using the in-house letter box).
- The user is liable for any damages caused by him or herself or his or her guests as well as for any loss of keys/transponders.
- Studentenwerk Leipzig does not assume any liability for any personal items.

Users who repeatedly breach these Terms of Use will not again be granted the right of use for this room and may be given a warning in accordance with tenancy law.

Thank you for your support!

*Studentenwerk Leipzig*  
Department Manager

User first name, family name; house---/room number:

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Tenant number/phone number:

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Date, signature of user

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Date, signature of person in charge of keys

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