

House Rules of the guest apartment in Steinenstrasse 7, Horw

It is our pleasure to welcome you to our guest apartment and hope you will feel comfortable during your stay.

The House Rules are based on some principles which are necessary for living together harmoniously in a house community.

We expect:

- Good will to fit into the existing community
- Consideration and tolerance towards the people living in the house
- The apartment and the furniture should be treated with care

Please bear in mind the following rules and instructions:

1. Guests who are staying in our guest apartment must be willing to change the room or to accept a room-mate if needed.
2. It is strictly forbidden to smoke inside the building.
3. The apartment should be kept in an orderly and clean condition. A cleaning lady will help you weekly with the cleaning.
4. In the kitchen there is a cabinet for the food. Please keep it clean and store the food in boxes.
5. The bed linens as well as the kitchen towels will be washed by our cleaning lady every two weeks. For washing your clothes there is a collective house washing machine at your disposal. Please heed the existing "Waschplan" (write your name on the list). The washing machine and the laundry room are to be left in clean condition.
6. It is not allowed to fix, glue or staple posters or other pieces of paper, such as notes, onto walls or cupboards.
7. Please think of ventilating the apartment regularly, especially the bathroom after showering. In this way moisture can escape which prevents the spread of mildew.
8. Before leaving the flat please ensure that all windows are shut, in order to avoid heating energy being unnecessarily wasted. This should also be done for safety reasons. Likewise, the flat door should be shut and locked if there is no one in the flat.
9. In the occurrence of strong wind or rain, please retreat the awnings in order to prevent damages.
10. In Horw everybody pays for the amount of trash they produce themselves. The costs are paid for by purchasing specially marked trash bags at the post office or the local grocery stores. If you need less than 10 trash bags you can buy them at the secretary's office. In order to minimize trash production recyclable material such as paper, cardboard, glass, metal cans, aluminium, so called Pet bottles and organic refuse should be separated and disposed of according the disposal plan.

11. Overnight visitors should only be accommodated in special cases and for short periods. Visitors pay for their room if it's not already paid by the Eawag employee: 20 Fr./day for a single room, 10 Fr./day for a double room plus 10 Fr. for the bed linen. Please contact the secretariat before (Patricia Achleitner).
12. No pets are allowed in the apartment.
13. Please avoid loud disturbances during the night (10.00 pm – 7.00 am).
14. Bicycles have to be placed in the house bicycle garage. If you need a parking lot for a car, please contact Patricia Achleitner. Parking in front of the house is not allowed.
15. If you notice any defects or damages in the apartment, we would appreciate if you would inform Patricia Achleitner (058 765 2111) of these as soon as possible, so they can be repaired in a timely manner.
16. On your departure the rooms and cupboards are to be left in a clean condition including the cupboards and the fridge. Remove the food or hand it to another person. Please don't forget to take all your personal items with you.

We thank you for your understanding and wish you a pleasant stay in our guest apartment.

These House Rules are an integral part of the tenancy agreement.