

House rules

General information to our housing

Maximilianeum

Leonhardstr. 12, 8001 Zürich

 044 / 251 08 32

www.maximilianeum.ch / **E-Mail:** info@maximilianeum.ch

Mission statement Maximilianeum

About us and our goals

The Maximilianeum is sponsored by the Josef-Verein which belongs to the catholic Liebfrauen church. This connection obligates us to put humans in the middle. It is our primary mission to offer affordable housing to young adults during their education. Housing that not only offers a well-balanced price ratio but also for shared living, friendships and the freedom of personal development.

We are an open-minded house without restrictions to culture, religion or gender. In order to keep harmony all residents and employees are asked for a respectful and tolerant tone.

Living

We offer young adults and teenagers not only accommodation but a home to live. If problems (e.g., about education or personal relationships) occur our house offers a support system and a place to talk. Friendships are encouraged and couples tolerated.

Studying

Studying and learning requires a calm and mindful environment. Other activities in the house will respect this as the education stands in the centre. This rule especially applies during exams. Our infrastructure is up to date to support studying.

Ecology, Wellbeing

We respect and care for the environment, on a daily basis as well as in other projects, e.g., reconstructions of our buildings. We encourage a resourceful and healthy lifestyle. Whenever possible, our resources are recycled. At Max 12 we offer a healthy and well-balanced diet.

Rules

For over 130 young adults living together rules are essential. The house rules, written by the administrators, is handed to each resident upon arrival. Periodic talks ensure that these rules are followed and also offers a chance to discuss occurring questions in order to find solutions. The administration is available for any requires.

Self-Awareness and -responsibility should be learned and are especially necessary in our housing with shared kitchens. Respectful behaviour towards our international staff is absolutely mandatory.

The Maximilianeum was founded over a 100 years ago in order "to protect the male youth in Zürich". That mission statement was updated in summer 2010 with the help of many residents, employees and the administration. This mission statement has been approved by the Josefverein on the 5th April 2011.

1. Reception

The reception is open the following hours, Mo – Fri:

09.00 – 11.30

16.00 – 18.00

On the weekends and during night hours there's an emergency-hotline available,

All residents have permanent access to our facilities with their keys

Without key access is available during the following times:

Mo - Fri von 6.00 till 11.30 und 16.00 till 19.00

2. Phone / Internet

You can reach the Maximilaneum by phone during reception hours.

Applicants are advised to reach to us via e-mail.

All rooms have access to our internet via cable in addition to WIFI in all buildings.

3. Moving in

Each applicant is asked to fill out an application form first. Visitation is possible after setting a time and date with the administration. Only by paying the CHF 500.- deposit the reservation will be final. Applicants are accepted up to a maximum age of 30 years.

4. Moving out

The contract, unless otherwise conducted, will be time-limited for a year. By mid-September all contracts can be renewed. This process can be continued for 4 times up to a max. stay of 5 years. Notice period has to be in written form within one month in advance applying to the end of the month. Exception to this rule is the 31st of December – no cancelation is possible.

The administration can cancel the contract in case of severe and/or repeated violation of our house rules on short notice.

The administration has to be informed at least two months in advance before the ending or termination of studies.

All formalities have to be set with the administration 14 days in advance. Rooms have to be cleaned and left in an orderly fashion. **Otherwise, the administration will charge a fine, for both: Insufficient cleaning and late departure, each charged ranging from min. 50 – max. 200 CHF.**

5. Food

In Max 12 we offer housings with breakfast and dinner (Mo- Fri)

Breakfast	(Mo - Fri): 6.30 - 9.00
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Dinner	(Mo - Fri): 18.00 - 19.00
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Late-diner is possible, after giving notice to our chef in advance. A plate with your name will be set aside for you to be heated up later.

In case of intolerances or allergies the staff has to be informed in advance.

Meals include vegetarian options – a vegan diet cannot be offered in our housing for the time being, though we extend the vegan options.

Plates and dishes have to stay in the dining hall. You may use your own tupperware to take them outside or to your rooms.

No meals will be provided during the weekends.

On official local holidays (e.g., “Knabenschiessen”, “Sechseläuten”) only breakfast will be provided.

A kitchen is available for all residents on the weekends and during holidays. Utilities have to be brought separately and are in the responsibility of the tenant.

All kitchen-users have to take responsibility for the cleanliness and hygiene of the kitchen. In order to do so each resident will take turn in cleaning the kitchen. A list is provided by our on-call service. Between Christmas and New Year there are official holidays and no meals will be provided.

6. Rooms

All residents are self-responsible for cleaning their room. Annually our staff will clean the windows and washing-basins in each room. Residents will be notified in advance.

Changes in furniture are not tolerated except for beds and small pieces of furniture after informing the administrators. The carpets in front of the basins aren't allowed to be removed. Tenants can bring their own furniture within their responsibility. These items have to be removed when moving out, otherwise a **fine will apply by CHF 50.- per piece of furniture/ item.**

Changes on the room (e.g., holes in the wall, extra electrical circuits, etc.) are not permitted, or only possible with **the allowance of the administrations.**

Drilled holes in the walls will be charged CHF 50.- per hole!

Bedsheets (Duvet: 160x210 cm, Pillow 60x90cm, Sheets: 90x200cm) as well as towels have to be brought by the residents and each is self-responsible for their maintenance.

Coping keys is forbidden. In case of losing a key, the administration has to be informed immediately. Any occurring costs, e.g., for changing locks, ordering additional keys, will be charged extra.

If residents wish to move to another room, the administration can be informed. For each change in rooms a new contract will be conducted.

For any damages the administration has to be informed. Damages which are not caused by normal traces of use have to be paid by the resident, E.g.:

- permanent spots on furniture or flooring
- Holes in the wall (up to 50.- per hole)
- damages caused by hangers or tapes/stickers on the wall or furniture
- Molds (caused by e.g., laundry drying in the room)
- Damages and scratches on the floor caused by private chairs (wrong rolls)
- Any damages caused by negligence

The use of cooking stoves, heating, immersion coils, etc. is forbidden due to protentional fire hazards. Privat devices with water usage are not tolerated.

Usage or installation of private air conditioning devices are not permitted

Smoking indoors is forbidden at any time!

It is permitted to smoke in the courtyard, on balconies, and on the rooftop. Various ashtrays are available.

7. Pricing

Pricing includes breakfast and dinner (Mo-Fri) as well as all extras (internet, heating, water, electricity, recycling, maintenance and cleaning of public spaces, TV, newspapers, etc.).

For stays shorter than six months a monthly extra of CHF 50.- will be charged.

For stays of up to a month our hotel price will be applied.

Also, when a resident is employed (monthly paycheck over CHF 3000.-) an extra charge of CHF 150.- will be applied to the invoice.

On written notice (two office days ahead latest, generally applying to Thu 5pm) residents can cancel meals for a whole week, costs will be subtracted from the invoice. In general, this is only possible during semester-breaks. Untaken single meals won't be refunded.

Information about **sub-letting of room** can be obtained through the administrators. **A personal request is required with a two months given notice applying by the end of each month.** Subletting only is possible during the summer months (only full 3 months) and/or a full semester. Additional administrative expenses will be charged. Tenants can sublet max. twice during their entire stay. **Personal subletting is prohibited** and will lead to immediate cancelation of the contract.

Invoices can be found in the personal mailbox at the beginning of each month. Invoices must be paid within 14 days. **In case of non-payment or after three reminders, the contract may be terminated.**

A deposit must be paid before signing the contract. No interest is applied due to the low deposit amount.

For financial difficulties upon application a sponsorship can be offered with an applied discount on the monthly rents. The administration can offer further information about a possible sponsorship.

8. Interpersonal

The management is always open for conversations. To maintain a good climate all residents are asked to follow these guidelines:

Night rest starts at 10 pm on the upper floors.

For the courtyard and the rooftop night rest starts at **10:30 pm**. (Fri, Sat 11:30 pm)

Parties of any kind are generally not tolerated and need special permission by the administration. Each tenant is responsible for their guests and the respect of the house rules! Violation may lead to a warning followed by immediate cancelation of contracts.

Overnight guests are tolerated when the administration has been informed in advance. Extra mattresses and bedsheets can be rented. **Extra costs will be applied.**

9. Common rooms

Various papers and magazines are displayed in the dining room for reading. Current editions should not be removed.

On the ground level there's a study room, and a TV-room free to use.

In the 2nd basement a Ping-Pong- and soccer-table are open for usage. Additional utilities such as bats and balls can be obtained via the administration.

A meditation room in the sublevel also called the "*Zendo*" is a sacred room which is regularly used by external visitors for meditational group activities. This room is open to all residents for meditational use or for musical practice. No foods or drinks are permitted.

10. Varia

Music can only be played at room volume (till night hours! 10 p.m.). Loud speakers in public rooms/areas are prohibited and need permission by the administration.

Any parties or extra activities needs permission by the administration first.

For personal valuables all liability is excluded. Residents are advised to lock their rooms during absence.

Bicycles can be put in a storage room in the basement.

A bulletin board in the dining room provides all residents with news and messages from the administration.

On the 4th floor as well as in the basement there are washing machines (needs: Swiss coins) and a tumble dryer (free) for personal laundry.

In the dining room there are fridges open to all residents. Unless foods are name-tagged they will be thrown away regularly to maintain hygiene.

Proper recycling is mandatory! There is a big recycling stations in the basement of the house. For additional info about the local and Swiss recycling system ask the administration.