

# House rules

**General information to our housing**

## Maximilianeum

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# 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 5<sup>th</sup> April 2011.*

## **1. Reception**

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

**09.00 – 11.30**

**16.00 – 19.00**

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.

An additional phone service provided by our residents is available till 9:30 pm.

It's possible to subscribe for phone service (Mo-Tur) from 6 – 9:30 pm. For each attended evening we will give a discount for next month's rent.

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. 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. At 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.

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.

Music can be played at room volume.

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

## 5. Food

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

Breakfast	(Mo - Fri): 6.30 - 9.00
Dinner	(Mo - Fri): 18.00 - 19.00

For those who wish to leave early on Friday there is a lunch packet which can be ordered till Thus 10 am latest.

Late-diner is possible at any time, after giving notice to our chef. A plate with your name will be set aside for you to be heated up later.

No meals will be provided on the weekends.

On official county 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.

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.

Changes on the room (e.g., holes in the wall, extra electrical circuits, etc.) are only possible with the allowance of the administrations.

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
- 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 potential fire hazards. Private devices with water usage are not tolerated.

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.).

If the length of stay is shorter than six months a monthly extra will be charged.

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

On written notice (two office days ahead latest) 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.

During semester-breaks and/or in case of an absence between 3 – 6 months rooms can be sub-let. For the additional administrative expenses an extra cost will be charged. Information about sub-letting rooms can be obtained through the administrators.

Invoices can be found in the personal mailbox at the beginning of each month. A deposit has to be paid before conducting the contract. No interest is applied due to low deposit value.

For financial difficulties upon application a sponsorship can be offered. The administration can offer further information about a possible sponsorship.

## **8. Interpersonal**

The management is always open for conversations. To maintain a good house-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.

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

Personal subletting of any room is not permitted.

## **9. Common rooms**

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

A TV-room is located on ground level.

Study-rooms are found on the 1<sup>st</sup> floor as well as on the ground level.

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.

The meditation room or *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**

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

Bicycles can be put in a storage room.

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 (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 care for the environment there are recycling stations in the basement of the house:

In the container room following materials are collected: Glass, batteries, cardboard, paper, PET, aluminum, old metal, kitchen waste and biodegradables – all separate in each container.

In addition, the local recycling system also collects electronic waste, textiles, chemical waste, many more. The administration can provide additional information about the Swiss recycling system.