

Guest folder Guest lecturer house at KIT

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KIT - Scientific Meeting Center
and Conference Center Guest Lecturers' House

Engesserstrasse 3
76130 Karlsruhe, Germany

Phone: +49 (0)721 608-51100

E-mail: info@gdh.kit.edu

Web: www.gdh.kit.edu

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We would like to welcome you to our company
and wish you a pleasant and
and successful stay

Guest lecturer house at KIT

Welcome - everything you need to know at a glance

Welcome to the guest lecturer house! We hope you had a pleasant journey. On the following pages you will find all the important information about the Gastdozentenhaus and other interesting information.

Reception

Our reception is open **Monday to Friday from 07:30 to 15:30**.

You can reach us by telephone on **+49 (0)721 608-51100**.

Reception is closed at weekends and on public holidays

Outside of opening hours, you can contact our Campus Security colleagues in urgent emergencies, e.g. if you have lost your room key, by calling +49 (0)721 608-3333.

Breakfast

We offer our guests breakfast for € 9.00 per day from Monday to Friday between 07:00 am - 09:00 am in our fireplace room.

Unfortunately, we are unable to offer breakfast at weekends and on public holidays.

Please book in advance via reception.

Communal kitchens

Communal kitchens are available to our guests on the front of each floor are available for self-catering. Please leave the kitchens as you found them. Cookware, crockery and cutlery must be cleaned and put away by the guests themselves.

Please do not leave any food in the kitchen. Our staff will dispose of it regularly!

Room cleaning

Our employees are in the building from Monday to Friday and check and clean the rooms every day. This does not apply to our apartments, which are to be cleaned by the residents themselves. A final cleaning fee of € 85.00 per stay is charged for apartments.

The cleaning service includes the weekly change of hand and bath towels as well as the bi-weekly change of bed linen.

Guest washing machines

You will find our guest washing machines in the basement of the main building. You can reach it via the staircase or the elevator.

In the outbuilding you will find the guest washing machines on the front side of the ground floor and the 2nd floor.

Laundry tokens and detergent (laundry pods) are available at the reception for € 2.00 each.

Check-In / Check-Out

Arrivals are possible from 12:00 at the earliest.

If you arrive earlier, you are welcome to collect your room key during our opening hours and leave your luggage at reception.

On departure, the rooms must be vacated by 10:00 a.m. at the latest.

If you would like a late check-out, please ask at reception in good time about availability. We charge a flat rate of € 35.00 for a late check-out.

Taxi – Karlsruhe

Taxi-Ruf Karlsruhe: +49 (0)721 944-144

Taxi Holl Karlsruhe: +49 (0)721 616-161

Further information

Campus maps and further information are available at reception

Contact us at any time with your questions or requests, we will be happy to help you!

Your Guest Lecturer House Team

House rules and general conditions

In order to make your stay as pleasant as possible for you and all other guests of the house, we ask you to observe the following instructions.

General house rules

- Please avoid unnecessary noise nuisance, e.g. loud television etc. The background noise should always be reduced to room volume.
- - Pets are generally not allowed.
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- - Your room / apartment is reserved for you for the duration of your / your institute's stay. If you wish to stay longer or shorten your stay, please inform reception and ask about availability.

Order and care of the rented rooms

The rental price for single and double rooms between Monday and Friday basic daily cleaning is included. The rooms are not cleaned at weekends.

- Towels are changed weekly, bed linen every two weeks. If you would like a shorter interval for a fee, please let reception know.
- The tenants are fully responsible for cleaning the apartments. We provide towels and bed linen on a rotational basis. At the end of the tenancy, we will carry out a final cleaning which is to be paid by the tenant in addition to the rent. **If the apartment is not properly maintained by the tenant during the rental period and the final cleaning exceeds the regular level, we reserve the right to charge separately for the additional effort!**
- Please ensure that the communal kitchens are kept tidy and clean. Further information can be found directly in the kitchens.
- Waste garbage cans are available in the inner courtyard for the disposal of waste.
- **For fire safety reasons, the use of electrical or gas-powered kitchen appliances in the rooms is strictly prohibited.**

Order and care of the rented rooms

- The furniture must be treated with care. We reserve the right to charge for damage to rooms and furniture caused by improper use.
- Please do not place furniture from the rooms on the balconies,
- This is not weatherproof and can be damaged.
- Smoking in the rooms and in all public areas of the building is not permitted. in the building is not permitted. Ashtrays / smoking areas can be found on the way from the main building to the annexe and at the exit to the inner courtyard.

Laundry

- The washing and in particular the drying of laundry in the rooms and apartments is not permitted
- You will find our guest washing machines in the basement of the main building. You can reach this via the stairwell or the elevator. The various washing programs are described on the individual machines.
- In the outbuilding you will find the guest washing machines on the the front of the ground floor and the 2nd floor.
- We have drying racks available for you next to the machines.
Laundry tokens and detergent (laundry pods) are available at the reception for € 2.00 each.

Internet

- To log in to the KIT WLAN, you will find a small card with the current access data on your desk.
Alternatively, you can log in with the data of your personal KIT user account to log in.

Parking

- You are welcome to park your private bicycle at the bicycle racks in front of the entrance to our main building. Please remember to lock your bike to protect it from theft. We accept no liability for damage or theft. Storing your bicycle in your room is not permitted.
- You can park your car in the public parking lots along Engesserstrasse. For the duration of your stay, you can buy a ticket for the grounds at reception. To borrow a ticket for the grounds, we will charge a deposit of €25.00 to your room bill for this, which will of course be refunded when you return the card.

Communal kitchens

- Please keep the door closed and the window tilted while cooking.
- Do not leave the kitchen while the hotplates are switched on.
- You are responsible for cleaning the dishes and utensils used.
Please rinse the cooking and eating utensils thoroughly after use, wipe them dry and put them back in the cupboards and drawers. Please wipe down the work surfaces and appliances used.
- For reasons of general hygiene, do not leave any food (including spices or other packaged food) in the kitchen. Our staff will dispose of these regularly and without being asked.
- As a general rule, please leave the kitchen tidy and as you would like to find it yourself!

When leaving the kitchen!

- Make sure that the hotplates are switched off!
- Check that everything has been cleaned and put away.
- Close the window.
- Take all personal belongings and food with you.
- Turn off the light.
- Close the door.

In the event of a fire:

Close the door and notify reception immediately

If the reception is not manned,

call the **KIT emergency number immediately: +49 (0) 721 608-3333:**

- What has happened

- Where did it happen (guest lecturer house at KIT; Engesserstraße 3)

Important telephone numbers

- Reception: +49 (0) 721 608-51100
- KIT emergency call / campus security: +49 (0) 721 608-3333
- Police: 110
- Fire department: 112
- Taxi:
 - Taxi-Ruf Karlsruhe: +49 (0)721 944-144
 - Taxi Holl Karlsruhe: +49 (0)721 616-161