

Scientific Meeting and Conference Center Gastdozentenhaus Karlsruhe

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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

Your team Gastdozentenhaus

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 a.m. to 03:30 p.m.**

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 a small but delicious breakfast buffet at our "Kaminzimmer" in the main building from **Monday to Friday between 07:00 a.m. and 09:00 a.m.**

Here we use **100% organic products**. Price: 12,90 € p. day p. person.

Unfortunately we cannot offer breakfast at weekends and on public holidays.

Please make a reservation in advance at reception.

Internet / WiFi

Various WLAN access options are available to our guests.

Detailed information can be found on page 4 of the guest information folder.

Check-In / Check-Out

Arrivals are possible **from 12:00 noon** at the earliest.

Departure by 10:00 a.m. at the latest on the day of departure.

Communal kitchens

Communal kitchens

are available to our guests on the front of each floor for self-catering. All further information can be found below.

Room cleaning

Our housekeeping staff are on site from Monday to Friday between 08:00 a.m. - 12:00 noon and regularly check and clean our single and double rooms.

For the sake of the environment, we do not clean our single and double rooms daily, but at least twice a week.

We **change hand and bath towels once a week** during your stay,
bed linen every 2 weeks.

Should you require additional linen changes, please contact our staff at reception.

Additional changes of towels, bath towels and bed linen will be charged at 2.50 € per person per change.

As a guest, you are responsible for cleaning our multi-room apartments.

We will provide you with a basic supply of cleaning products free of charge.

If you need more cleaning Products, you are welcome to purchase those at reception.

For **stays of 31 nights or more**, a **final cleaning fee of 85.00 € for multi-room apartments and 65.00 € for single and twin rooms** per stay will be charged in addition to the room price.

This final cleaning fee refers to the increased cleaning effort after longer stays.

We ask you to leave our multi-room apartments "swept clean". If the cleanliness does not meet these requirements, we reserve the right to charge you a further cleaning fee in accordance with the additional work involved.

In order to avoid unnecessary costs for you, we will inspect the apartment three days before your departure and, if necessary, contact you again.

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 (€ 2.00 per item) and detergent pods (€ 1.00 per item) are available at the reception.

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.

Internet / WiFi

Various WLAN access options are available to our guests:

- **KA-WLAN:**

Guests who do not have their own KIT account are welcome to use the free, public KA-WLAN or KA-sWLAN at

Information about the provider and usage can be found at <https://www.ka-wlan.de>

- **KIT (WLAN):**

If you have your own KIT account, you can register your devices as usual via your access to the KIT WLAN.

You can find information on this under <https://www.scc.kit.edu/dienste/wlan.php>

If you have any questions, please contact the IT supervisor of your KIT organizational unit or the KIT-SCC service desk.

- **eduroam (WLAN):**

If you have eduroam access, you can register your devices as usual via your eduroam access.

You can find information on this under <https://www.scc.kit.edu/dienste/eduroam.php>

If you have any questions, please contact the IT supervisor of your KIT organizational unit or the KIT-SCC service desk.

Cancellation conditions for individual bookings

Reservierungen bis zu 5 Nächten

- can be canceled free of charge by e-mail not later than 11.00 a.m. on the day before your arrival.

If you are arriving on Saturday, Sunday or Monday, cancellations are only possible until 11:00 a.m. on Friday at the latest before your arrival.

Reservations longer than 5 nights

- can be canceled free of charge by e-mail up to 11.00 a.m. / at least 7 days before your arrival

In the event of a no-show or a late cancellation, we reserve the right to charge for the entire stay.

If you have to **leave early**, the following cancellation conditions apply:

- **Remaining stay up to 3 nights** can be canceled free of charge until 11:00 a.m. on the day before departure;
- **Remaining stay up to 14 nights** can be canceled free of charge until 11:00 am / at least 7 days before actual departure;
- **Remaining stay longer than 14 nights** can be canceled free of charge until 11:00 am / at least 14 days before actual departure.

If these deadlines are not met, we reserve the right to charge you for the entire period originally booked. For a remaining stay longer than 14 nights at least this period.

Cancellation conditions for group reservations

Rooms from contingent bookings (from 5 rooms)

- can be canceled free of charge by e-mail up to 11:00 a.m. / 4 weeks (28 days) before arrival
- Cancellations up to 11:00 am / 2 weeks (14 days) before arrival we charge 40% of the originally booked reservation period.
- Cancellations after 11:00 a.m. / 2 weeks (14 days) before arrival will be charged at 80% of the originally booked reservation period.

In the event of a no-show, we reserve the right to charge for the entire stay.

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

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

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

Your Team Gastdozentenhaus

Price list Gastdozentenhaus

status 01. March 2025

| | | |
|--|----------------|----------|
| Single room p. night | 1 – 9 nights | 73,00 € |
| | 10 – 30 nights | 55,00 € |
| | Ab 31 nights | 30,00 € |
| Double room p. night | 1 – 9 nights | 90,00 € |
| | 10 – 30 nights | 82,00 € |
| | Ab 31 nights | 38,00 € |
| 2 - room apartment p. night (up to 2 persons) | 1 – 9 nights | 132,00 € |
| | 10 – 30 nights | 115,00 € |
| | Ab 31 nights | 42,00 € |
| (from 3 persons) | 1 – 9 nights | 138,00 € |
| | 10 – 30 nights | 119,00 € |
| | Ab 31 nights | 45,00 € |
| 3 - room apartment p. night (up to 2 persons) | 1 – 9 nights | 143,00 € |
| | 10 – 30 nights | 124,00 € |
| | Ab 31 nights | 50,00 € |
| (from 3 persons) | 1 – 9 nights | 149,00 € |
| | 10 – 30 nights | 128,00 € |
| | Ab 31 nights | 53,00 € |

Additional services:

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|---|---------|
| Breakfast p. day | 12,90 € |
| Laundry token p. piece | 2,00 € |
| Detergent / laundry POD p. piece | 2,00 € |
| Final cleaning (only for apartments and stays over 30 days) | 85,00 € |
| Electricity p. kWh (only for apartments) | 0,45 € |
| Extra bed p. night | 25,00 € |
| Baby bed p. night | 9,00 € |

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.
- Your room / apartment is reserved for you for the length of stay confirmed by us. If you wish to stay longer or shorten your stay, please inform the reception and ask about availability.

Order and care of the rented rooms

- **For fire safety reasons, the use of electrical or gas-powered appliances and any form of open fire, including candles, is strictly prohibited in the rooms.**
- The room rate for single and twin rooms includes regular basic cleaning from Monday to Friday (at least twice a week).
The rooms are not cleaned at weekends and on public holidays.
- Towels are changed every 6 days, bed linen every 14 days.
If you would like a shorter interval for a fee, please let the reception know.
- **Our guests are fully responsible for cleaning the multi-room apartments themselves.**
We will provide you with a basic supply of cleaning products free of charge.
We also provide towels and bed linen on the regular basis.
At the end of your stay, we will carry out a final cleaning which has to be paid in addition to the rent.
If the apartment is not properly maintained by you during the rental period and the final cleaning exceeds the regular level, we reserve the right to charge the additional costs separately!
- There are garbage cans in the inner courtyard for you to dispose of your waste.
Please remember to always take your room key with you, as the door from the inner courtyard back into the building can only be opened with the key!.

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. Ashtrays / smoking areas can be found on the way from the main building to the annexe and at the exit to the inner courtyard.
- Please ensure that the communal kitchens are kept tidy and clean. Further information can be found directly in the kitchens.

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 front side of the ground floor.
- We have drying racks available for you next to the machines.
- Laundry tokens (2.00 € per item) and detergent pods (1.00 € per item) are available at the reception.

Internet / WiFi

Various WLAN access options are available to our guests:

- **KA-WLAN:**

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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.
- Please clean and wipe the work surfaces and appliances used properly after use.
- 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 (Gastdozentenhaus am KIT; Engesserstraße 3)

- **Should damage occur or the local fire department be called out due to negligent behavior on your part, the costs incurred will be passed on to you in full!**

Our little guests

We are very pleased that you are visiting us with your family.
The following regulations apply for our younger guests:

- **Children up to the age of 3:**

Stay with us free of charge.

If you as parents take part in our organic breakfast buffet,
your children eat here free of charge.

If you do not bring your own baby crib, you are welcome to reserve one in advance
and if available for the duration of your stay.

We charge 9.00 € per baby crib per night.

- **Children from the age of 4:**

Stay with us free of charge if they do not need your own bed.

An **extra bed** is charged at the regular rate of **25.00 € per night**.

If you as parents take part in our organic breakfast buffet,
your children eat here free of charge.

- **Children from the age of 6:**

Count as a full person when staying overnight

and are also charged in full when taking part in our organic breakfast buffet.