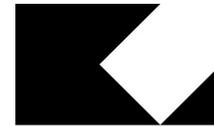


# Welcome to the 'Kreittmayrstrasse' student hall of residence



Studentisches Wohnen





**Studentenwerk  
München**

Studentisches Wohnen

# **Kreittmayrstrasse student hall of residence**

**Kreittmayrstraße 14  
80335 München**

## **Dear Residents,**

We would like to bid you a warm welcome to our student hall of residence 'Kreittmayrstrasse'!

In this brochure, we have compiled a wealth of information that we hope will help you to settle into and enjoy life in our student residence. If you have any questions or queries, please contact a member of our technical or administrative staff. The contact details are available on page 4.

We wish you a pleasant and interesting stay in our hall of residence, and of course, a successful course of study!

Yours sincerely,

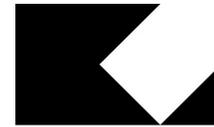
The Munich Student Union (Studentenwerk München)

## **Important information:**

**Your room/apartment is state-assisted student accommodation, which may not be sublet for purposes of commercial gain. In the case of interest in a sublease, you must acquire prior written agreement from the landlord.**

**Non compliance with this regulation will have legal consequences.**

**Studying in Munich:** Helpful information and tips can be found at [www.studentenwerk-muenchen.de](http://www.studentenwerk-muenchen.de)



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# 1 Important contact details

## 1.1 Administration

### Tenant Management

Here you can obtain information regarding all administrative matters, such as rental contract, parking space rental, submission of matriculation certificate (Immatrikulationbescheinigung – IB), extension of rental contract and student self-administration.

Administration Office Olympic Village  
Alte Mensa  
Entrance a, room a2  
Helene-Mayer-Ring 9  
80809 Munich  
U3 Olympiazentrum

Tel.: + 49 89 357135-0 / -20  
Fax: + 49 89 357135-33  
E-Mail: [wohnen-vertrag@stwm.de](mailto:wohnen-vertrag@stwm.de)

#### Opening hours:

Mon - Fri 09.00 – 12.00 h  
Tue + Thu 14.00 – 16.00 h

### Servicedesk

Our Servicedesk is the central single point of contact for all questions regarding student living (e.g. general requests, complaints, general tenant correspondence, etc.).

Servicedesk  
Christoph-Probst-Str. 10  
80805 Munich  
U6 Studentenstadt

Tel.: +49 89 32351-0  
E-Mail: [wohnen@stwm.de](mailto:wohnen@stwm.de)

#### Opening hours:

Mon - Fri 09.00 – 12.00 h  
Tue + Thu 14.00 – 16.00 h

## 1.2 Technical support

### Facility Management

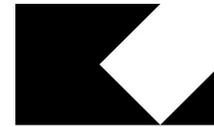
In case of damage in your room, please inform the care-taker by filling out a damage report form ('Schadensmeldung'). This form is displayed in your student residence. In urgent matters please contact the care-taker.

Technical Office Olympic Village  
Alte Mensa  
Entrance a, room a3  
Helene-Mayer-Ring 9  
80809 Munich  
U3 Olympiazentrum

Tel.: see display in your residence  
Fax: + 49 89 357135-24  
E-Mail: [wohnen-technik@stwm.de](mailto:wohnen-technik@stwm.de)

#### Opening hours:

Mon - Fri by arrangement



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### **1.3 Technical emergencies**

For urgent matters (burst pipes, fire etc.) occurring outside of normal office hours, the Munich Student Union runs a technical emergency support service.

The technical emergency support service can be reached on: +49 89 27 81 43-17

The telephone numbers of all emergency services are posted on the notice boards in the stairwell in the cellar.

### **1.4 Emergency services**

<b>Ambulance</b>	<b>112</b>
<b>Fire brigade</b>	<b>112</b>
<b>Police</b>	<b>110</b>

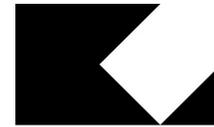
#### **Nearest police station:**

Polizeiinspektion München 42 – Neuhausen (Police station Munich 42 – Neuhausen)  
Erzgießereistraße 2  
80335 Munich

Telephone: +49 89 54265-0

Telefax: +49 89 54265-128

U1 Stiglmaierplatz



## 2 Your student hall of residence

### 2.1 Area map, public transport connections, shopping facilities

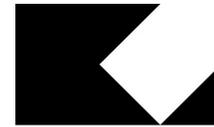
The Kreittmayrstrasse hall of residence is well served by the Munich public transport network: The 'Lothstrasse' stop of the tramlines 20 and 21 is very close by and from here you can reach your nearest connection to the underground trains in just a few minutes (U1, Stiglmaierplatz), and be at Munich Central Station in no time. The city centre can also easily be reached by bike.

The university quarter and the main university buildings are all located within 5 to 15 minutes bike ride away. Both here and also in the direct vicinity of your hall of residence ('Neuhausen'), you will find many shopping facilities, as well as restaurants, bars, cinemas, beer gardens and theatres.



Figure 1: Kreittmayrstrasse area map

(Map: City of Munich, Measurements Office, [www.vermessung.muenchen.de](http://www.vermessung.muenchen.de))



## **2.2 Keys, electric door bells, post boxes**

### **2.2.1 Your keys**

Upon moving in, you will receive three keys:

- 2x house keys (which also fit the doors to the washing machines room and the communal kitchen in the attic).
- 1x key to your post box

The key to your flat opens and re-locks both the door to the flat and the door to your room.

There is only one key to the postbox per shared flat and this is hung up inside the flat.

### **2.2.2 Intercom and electric doorbells, post boxes, labels**

An apartment number is engraved next to the door bell. The name of the corresponding resident can be read off the list on the panel of doorbells, which is posted and updated by the Munich Student Union. The labels on the post boxes are also maintained by the Munich Student Union.

**Please refrain from making your own changes to the labels on the doorbells and post boxes.**

## **2.3 Reporting damage and repairs**

### **2.3.1 Damage in your room**

If you become aware of damage in your room during your time as resident, please inform the care-taker of this at the earliest available opportunity. Do this by filling out a damage report form ('Schadensmeldung'), which can be found in the 'Auftragszettelnkasten', next to the care-takers' postbox in the stairwell of the cellar.

### **2.3.2 Other damages and incidents**

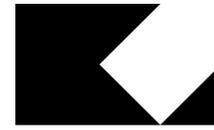
If you witness special incidents (e.g. fire, burglary, vandalism) first make sure to get yourself to safety. Then immediately call the police, fire brigade or an ambulance depending on the incident. In addition please inform the administration office of your hall of residence or the caretaker. In case you notice other strange occurrences happening or you become aware of damages other than in 2.3.1 please also inform the administration office/the caretaker as soon as possible.

## **2.4 Parking**

Your hall of residence has parking spaces that can be rented to residents at its disposal. If you are interested in renting one of these spaces, please contact the administrative office directly (see 1.1 'Administration').

In the event of not all available spaces being required by students, it may be possible for other interested parties to rent these parking spaces. In this case we would also ask you to contact the administrative office directly, where staff will be pleased to inform you of the terms and conditions.

Additional, public parking is available in front of the building. Please take heed of the signs denoting the parking regulations.



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## **2.5 Television and radio reception, telephone, internet**

### **2.5.1 Television and radio reception**

The house is equipped with a cable connection from Kabel Deutschland. A current overview of the available channels is available at [www.kabeldeutschland.de](http://www.kabeldeutschland.de) (Fernsehen/Senderübersicht).

### **2.5.2 Telephone and internet**

Your house has its own broadband (LAN), with access to the Internet via the Münchner Hochschulnetz (MHN) (Munich Universities' Network).

**Costs:** LAN usage and administrative costs are included in the charges for running costs paid by each and every resident of the hall, and do not depend on usage. These charges will however only be incurred once establishment of the local network has been completed. No additional charges are incurred for using the Internet.

#### **Information concerning telephone numbers in Germany**

Every telephone number in Germany has a dialling code that corresponds to the regional network. The regional dialling code for Munich is 089. If you are calling from within the same regional network as the number you are dialling, you do not need to enter the regional dialling code.

The international dialling code for Germany is 0049 (or + 49). If calling from another country, the international dialling code must be used, and the 0 of the regional dialling code then omitted. For example: + 49 (or 0049) and then 89 for Munich followed by the telephone number.

## **2.6 Broadcaster license fees**

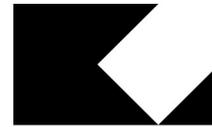
In Germany, all radio and television reception devices require a license. This applies to all devices capable of receiving or transmitting radio and television programs (e.g. internet-PCs, televisions, radios and smartphones).

A basic, all-inclusive fee is charged to every flat. The occupant of the flat, i.e. the adult residing here, is liable for this fee. As a rule, every resident of a flat and all persons registered to this address are considered the legal occupants and are thus jointly liable for the fee. In the case of a shared flat, this means that one of the residents is required to submit payment to the ARD ZDF Deutschlandradio Beitragsservice (ARD ZDF German Broadcasting Fee Service) and his flatmates are obliged to pay the relevant contributions to the paying resident.

It is not possible within rental law, that the landlord (Studentenwerk) pays the licence fee for the students.

People of low financial means (including BAföG recipients) can apply for an exemption from these fees and cannot be held liable for them.

**For more detailed information, please consult the ARD ZDF German Broadcasting Fee Service website at [www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de)**



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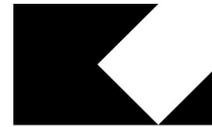
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## **2.7 Washing machines and dryers**

A room with washing machines and dryers is located in the cellar of the house. The washing machines and dryers are the property of an external firm, and their operation requires that coins be inserted.

In order to minimise noise disturbance, please only use these machines between the hours of 06.00 and 22.00 h.

Your room key opens and re-locks the door to the washing machines and drying room.



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## **3 Rules of play for life in shared accommodation**

### **3.1 Registration with the state authorities ('Einwohnermeldeamt')**

You are required to register your new address with the state authorities (Einwohnermeldeamt). If possible, you should do this within a week of moving into the halls of residence. This can be taken care of at any 'Landeshauptstadt München' (City of Munich) registration office. These offices are known as 'Bürgerbüros'.

Information regarding the location of Bürgerbüros and details of their opening hours is available at <http://www.muenchen.de/Rathaus/kvr/service/37628/index.html>, as is a selection of forms to download.

### **3.2 Submission of matriculation certificate**

To be eligible to live in a Munich Student Union student hall of residence, you have to be a student. Each semester, you are required to offer proof of your student status in the form of your matriculation certificate (Immatrikulationsbescheinigung); commonly known as 'IB'. The semester submission deadlines are as follows:

IB presentation/summer semester:	by the 1 <sup>st</sup> of May <b>at the latest</b>
IB presentation/winter semester:	by the 1 <sup>st</sup> of November <b>at the latest</b>

**Failure to present your IB in accordance with these deadlines will result in termination of your rental contract!**

### **3.3 House rules**

When a lot of people co-inhabit a relatively small space, there are certain rules that need to be observed. This includes showing respect for your neighbours that live in the near-by properties. Please do take notice of these house rules, as they represent an element of your rental contract. A copy of the rules themselves was handed out to you with your rental contract.

### **3.4 Mounting personal items**

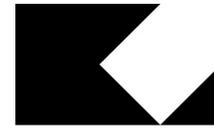
Please be sure to consult the care-taker before hanging anything up on the walls of your room (e.g. pictures or shelves). Before drilling into the walls it is vital to ascertain whether there are any unseen water pipes or electricity cables.

### **3.5 Health and safety and fire regulations**

In the event of fire, blue fire alarms located in the stairwells can be activated to sound a fire alarm within the house. This signal is intended to make all residents aware of the incidence of fire and should only be activated appropriately.

**Misuse of the fire alarms is strictly prohibited!**

Access to the roof is generally forbidden. Please consult your copy of the house regulations.



Please keep the doors to the houses, flats and washing and drying facilities locked at all times. We also highly recommend that ground floor windows are kept closed at night and when no-one is home.

Corridors, hallways and stairs serve as emergency escape routes. These must be kept completely clear at all times and under no circumstances should they become blocked by objects such as bicycles, boxes, crates, chairs, bottles, rubbish or shoes etc. For reasons of fire safety, nothing may be stuck to the walls in the hallways or stairwells, or on the doors of the houses, flats or cellars.

**As this represents a significant fire hazard, barbecuing at the hall of residence (on roof terraces or escape balconies, for example) is strictly forbidden!**

### **3.6 Noise**

Proper and appropriate conduct within the hall of residence is basically covered by the house rules. These state that disruptively high levels of noise are to be avoided in the houses and rooms. Renovations work and other loud activities should not be conducted between 12.00 – 14.00 h or before 08.00 h or after 18.00 h, and are not permitted at all on Sundays or public holidays. It is particularly important to keep the house quiet between 22.00 h and 07.00 h.

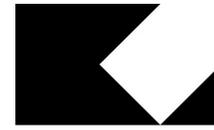
Despite these regulations, complaints from neighbours living in the surrounding buildings are unfortunately not uncommon and mainly purport to unacceptable noise levels during the night.

**We would thus strongly urge you to please observe the period of quiet time between the hours of 22.00 h and 07.00 h.**

**Of particular importance are the following points:**

- Keep windows shut when holding a gathering in the communal areas.
- Keep the volume of the music down to an appropriate level
- Keep quiet on the balconies
- Do not talk loudly in the yard.

In addition to observing the regulations regarding quiet-times, please show consideration towards your neighbours at all times. Most of these people go to work every day, and are prevented from getting their well-earned sleep if their student neighbours party loud and late into the night. This, quite understandably, sours relations within the neighbourhood and reduces acceptance of student residences in general.



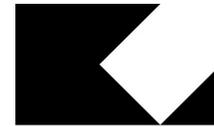
### **3.7 Cleaning of the hall of residence and common rooms**

- Our cleaning firm is responsible for cleaning stairwells, corridors and the washing machine room, as well as the communal kitchen and the WC next door to the kitchen.
- The cleanliness of your own apartment is your own responsibility.
- Due to the hardness of the water in Munich, calciferous deposits can quickly build up on the walls of the shower cubicle, which are subsequently difficult to remove. To help to minimise this, we would advise you to quickly dry down these surfaces after showering.
- **Helpful hints for sharing a kitchen (a communal kitchen is located in the attic)**
- The kitchen is the heart of communal living. It is where people come together and live together. It can, however, quickly become a conflict zone, if residents' understanding of order and hygiene differ widely from one another. We thus offer you the following helpful tips and recommend that these are discussed and agreed upon by all members of the household:
- Put food away as soon as you have finished with it.
- Don't leave unwashed crockery, cutlery or glasses standing around.
- Wipe splashes of food from the cooker as soon as you have finished cooking, otherwise they will become burned on and more difficult to remove.
- Clean up spilt food or drinks and dispose of it accordingly.

### **3.8 Student self-administration**

Our student halls of residence run both student self-administration and tutor programs. The main job of the house representative is to maintain contact with the student union. He or she should also stay in regular contact with the administrative office, as well as acting as a voice for all the residents. The tutors' job is to promote social contact and communal living within the hall of residence. They do this by organising group activities, where they can draw upon the support of the Munich Student Union Culture Bureau.

Residents elect a house speaker and tutors themselves. They also agree up a statute governing the functions and activities of the student self-administration



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### **Contact person for the house speaker:**

Studentenwerk München  
Administration office Olympic Village  
Alte Mensa, entrance a, room a2  
Helene-Mayer-Ring 9  
80809 Munich  
U3 Olympiazentrum

Telefon: + 49 89 357135-0 / -20

Telefax: + 49 89 357135-33

E-Mail: [haussprecher@stwm.de](mailto:haussprecher@stwm.de)

### **3.9 Registering parties**

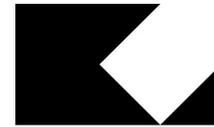
The student self-administration and tutors organise parties and other events to promote social contact and communal living within the student hall of residence. The residents too, use the communal areas to hold private parties on special occasions.

Due to the noise often associated with such gatherings, and possible inconvenience to the neighbours that this may cause, parties may only be held at the weekends (meaning only on Friday or Saturday), and must confirm to certain limitations.

For all parties, the Munich Student Union's agreement has to be obtained by the student self-administration in advance. To do this, please send a timely written application to the technical director of your hall of residence (forms for this application are available from the student self-administration).

The general house rules also apply to parties. These are a component of your rental contract, and state that the time between 22.00 h and 07.00 h is to be kept quiet. Safety regulations also require that the number of persons present at a party be limited to the maximum number allowed in the particular room(s).

The student self-administration or other host is also required to take care of cleaning after the party. This includes both cleaning the rooms in which the party was held and any other areas, for example stairwells and outside areas, which were used in the course of the event.



## **4 Saving resources**

The Munich Student Union strives towards environmentally friendly conduct in all areas of its work. We want to do our bit towards protecting the essential elements that our very lives depend upon. To do this, we need your help! Everyone can save money and electricity; all it requires is a bit of thought and attention. Proper separation and disposal of waste doesn't only serve to help the environment; it also helps to keep costs down. Last but not least, proper heating and airing also conserves energy.

In the following sections, we provide you with a few tips aimed at helping you to conserve energy and resources. In the appendices section you will find a leaflet with a summary of these tips, which you can keep to refresh your memory.

### **4.1 Waste disposal**

Rubbish disposal comes at a considerable cost, which you pay for as part of your overheads' bills. Taking care to properly separate and dispose of your waste will help to keep these costs down, whilst simultaneously helping the environment. Please read the following information from the City of Munich carefully:

#### **Correct rubbish separation:**

<b>Paper/cardboard:</b>	In the yard of the house
<b>General (non-recyclable) waste:</b>	In the rubbish shed
<b>Organic waste</b>	Not available (treat as non-recyclable)
<b>Glass:</b>	Heßstr. 120; Lothstraße
<b>Plastics/</b>	Heßstr. 120; Lothstraße
<b>Recyclable metals</b>	Heßstr. 120; Lothstraße

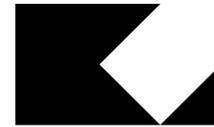
As a Munich resident, you can dispose of oversize and electronic items free of charge at a recycling centre (Wertstoffhof).

#### **Your nearest recycling centre:**

Wertstoffhof in Nymphenburg  
Arnulfstraße 290  
80639 München

#### **Opening times:**

Mon	10.30–19.00 h
Tues–Fri	08.00–18.00 h
Sat	07.30–15.00 h



## **4.2 Water**

Water is one of our most important resources. Although this may not be immediately apparent to us in Germany, water, particularly drinking water, is not available in unlimited amounts. It is thus important that we use water wisely, and we would ask you to conserve it where possible.

The less water that is used, the easier it is to re-purify the waste water and the less that has to be removed from the environment in the first place. Saving water also saves money.

**Here are a few tips to help reduce water-usage:**

- Turn the shower off whilst shampooing your hair and washing yourself. Only turn it on again when you need to rinse.
- When washing the dishes by hand, never wash them under a constantly running tap; wash them instead in a basin filled with hot water.
- Use a beaker when cleaning your teeth, rather than letting unused water run down the plug hole for minutes on end.
- Get dripping taps repaired straight away: A tap that drips once every two seconds drips around 800 litres in a year!
- If the tank of the toilet has a leak, be sure to get it repaired and please make use of the short-flush option.

By heeding these tips you can do your part to help conserve water; not to mention their importance in keeping overhead costs down for the benefit of all residents.

**In order to be able to ensure excellent drinking water quality and reduce the risk of a dangerous build-up of legionella bacteria, we need your help:**

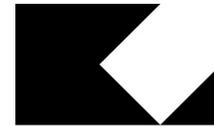
- Twice a week, let all hot water taps and shower heads run until the water reaches 60°C.
- Before setting the desired water temperature for showering, run warm water through the shower head – be careful of scalding!

## **4.3 Electricity**

Everyone can save electricity. It can be as easy as making sure that the light in the hall, kitchen or bathroom doesn't get left on all night; or remembering to turn off the festive Christmas lights at the window during the day or when everyone is asleep.

It also helps to put the PC in its energy-saving mode, when you take a longer break. Check the instruction manual to see how this works. Even doing without a screen saver helps to save power, which concomitantly increases the length of time for which the battery runs.

A general rule applies to all appliances: Turn it off when it's not in use. This also applies to peripheral appliances like monitors, printers and scanners. Anything in stand-by mode is silently consuming energy. Consider whether or not you really need this function with your television, stereo etc.



## 5 Appendix

### 5.1 Leaflet concerning conserving/saving resources

#### Help save costs for heating, water, power, and refuse collection

Dear tenants,

In light of an increase in operating costs and for ecological reasons, we would request that you comply with the following tips. In doing so, you make a personal contribution to the responsible use of resources and help lower the operating costs of your hall of residence.

1. Heating	2. Water	3. Power	4. Waste
<p>✓ <b>Heating and airing correctly</b> helps save heating costs and contributes to a good room temperature and air quality.</p> <p>✓ <b>Room temperature</b> The correct room temperature for healthy living is between 18 and 20°C. Curtains and furniture should not be placed directly in front of radiators.</p> <p>✓ <b>Airing rooms</b> Rooms should be aired - even at cold outdoor temperatures - by widely opening the windows for approx. 3 minutes to ensure a good exchange of air. Please turn off the heating when you air rooms. Avoid leaving windows open constantly. This will cause ceilings and walls to cool down. When rooms are aired intermittently, the heat stored in walls and the ceiling is not lost and the fresh air in the room will warm up rapidly.</p> <p><b>Never</b> air your rooms during the heating period by leaving <b>windows tilted</b>. Humidity from the bath, kitchen, or hall should not be allowed into the room.</p>	<p>✓ <b>Showering</b> When shampooing or lathering during showers, turn off the faucet and only turn back on as needed.</p> <p>✓ <b>Tooth-brushing</b> Use a glass of water and do not allow drinking water to flow unused from the tap and down the drain.</p> <p>✓ <b>Washing dishes</b> Dishes should never be washed by hand under running water.</p> <p>✓ <b>Faucets</b> Please have dripping faucets repaired immediately. A faucet that drips every 2 seconds wastes around 800 liters of water per year.</p> <p>✓ <b>Toilet flushing</b> Please watch for leaks from the toilet water tank and use the economy button on dual-flush toilets.</p>	<p>✓ <b>Computer use</b> Switch your computer to an energy-saving mode when you take longer breaks. Please refer to your operating system documentation for details. Do not use screen savers.</p> <p>✓ <b>Turn off equipment</b> As a rule: turn off all equipment when you no longer need it. This also applies to peripherals such as monitors, printers, or scanners.</p>	<p>✓ <b>Packaging</b> Please dispose of food packaging in the containers provided at the supermarket.</p> <p>✓ <b>Waste separation</b> Please separate household waste as stipulated and dispose of and recycle paper, glass, etc. separately.</p>