

# Scientific Meeting and Conference Center Gastdozentenhaus Karlsruhe

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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

For € 12.90 per day we offer from Monday to Friday

between 07:00 a.m. - 09:00 a.m. in our "Kaminzimmer" in the main building a small but fine breakfast buffet from a rich organic assortment.

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 house from Monday to Friday and regularly check and clean the single and double rooms.

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

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

If you need further cleaning products, you are welcome to purchase them at reception.

## Room cleaning

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

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.

The change of hand and bath towels and bed linen is included in the room rates of all our apartments.

We change hand and bath towels every 6 days and bed linen every 14 days.

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

We charge € 2.50 per person per change for additional changes of hand and bath towels and bed linen change.

## 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 11:00 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.
- 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

- The room rate for single and twin rooms includes regular basic cleaning from Monday to Friday. 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 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!**

- Waste and garbage cans are available in the inner courtyard for the disposal of waste.
- **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.**

## 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 of the ground floor and the 2nd 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

- 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.
- 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 (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