



**schülerheim
berufsschule
bad wörishofen**

Außenstelle der Staatlichen
Berufsschule Mindelheim

Hostel Rules

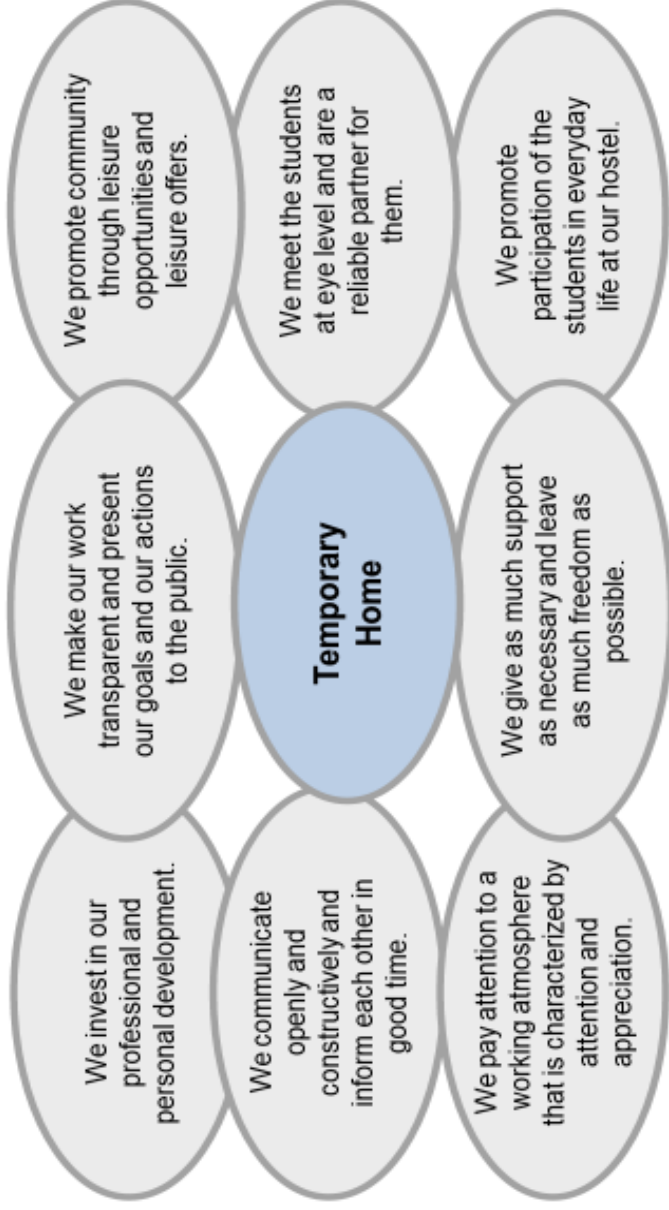
For the Hostel Bad Wörishofen

State-run Vocational School

Location Bad Wörishofen

unterallgäu
landkreis 

Concept of the hostel Bad Wörishofen



1. Basics

We try to make the stay as pleasant as possible for the students and to be a kind of “temporary home” for them. We look forward to the students getting involved and supporting us in our efforts. Of course, we expect all students to follow the hostel rules and stick to good manners including respect, politeness, helpfulness and thoughtfulness. In addition, the provided property should be treated with care.

Any behavior that damages the reputation of our hostel in the public must be avoided. The headmasters or the district Unterallgäu respectively has the right to change these rules any time. In this case, the students will be informed by mail.

In House II, the home regulations apply in all respects.

All adult residents (HI & HII) are required to register at the office on a daily basis.

2. Validation

Following these hostel rules is the duty of every student who lives or stays there. Every student is required to agree that they accept and obey the rules by their signature. In the case of minors, the legal guardians must also sign that they have acknowledged the hostel rules.

All rules also apply to House II.

The students of House II have to report to the office daily.

3. Supervision

Supervisory staff is the director and the pedagogical staff. They are in charge of making sure that all students follow the hostel rules and are authorized to check that all standards are being

met in whichever way they seem necessary. If serious violations are suspected, the supervisory staff is also authorized to search rooms and luggage. The instructions of the staff are binding and must be followed.

4. Hostel

- Visitors have to be registered in the office. They are only allowed to stay in the lobby and the common rooms in the ground floor of House I until 10 p.m. Justified exceptional cases must be clarified with the support staff.
- Working equipment, chef's knives, dirty or foul-smelling items must not be brought to the rooms. There are safe storage options for the chef's knives in the school.
- Entering the flat roof above the dining hall is not permitted for structural reasons.
- All pupils are obliged to inform themselves about the location of fire extinguishers, fire alarms, escape routes and fire protection behaviour. The fire protection regulations can be downloaded from the homepage of the dormitory. The misuse or destruction of the security equipment and the emergency telephones will be prosecuted and subject to immediate exclusion from the home.
- Important messages are posted daily on the infoboard in the entrance hall and at the office window in House I. All students are obligated to inform themselves there every day.
- Lost property is only kept for six months and then disposed of.
- All students have to inform themselves about the location of fire extinguishers, fire alarms, escape routes and fire protection behavior. Participation in the fire protection and safety briefing at the beginning of their stay is mandatory.

In House I there is an emergency telephone in every stairwell. In urgent cases, the nightly on-call personnel can be reached by picking up the phone. In house II, the emergency telephone number of the night standby hangs on the bulletin boards: 08247 / 3349994.

- The misuse or destruction of the safety devices and emergency telephones will be prosecuted and will result in the immediate expulsion from the hostel.
- Music may only be played at room volume and from 10 p.m. only with headphones. Cell phones etc. must be silenced from 10 p.m. in consideration of the night's rest. Communication devices (cell phones, laptops etc.) may only be used in accordance with the provisions of the Youth Protection Act. This rule applies for the protection of minors. In case of violations, the devices can be confiscated by the supervisory staff.

5. Rooms

- Before school, leave the room tidy and lock up valuables in the closet, so that the cleaning staff can do their work at 8 a.m.
- Walls, doors and furniture must not be painted or damaged. Glue is not to be used on any of the aforementioned surfaces.
- For safety reasons, your own electrical devices may only be used if they comply with the VDE-standards. High-performance devices (e.g. fan heater, water kettle, etc.) are prohibited for fire protection reasons.
- Cooking and eating is only allowed in the common kitchens.
- The rooms must be ventilated properly.
- Close windows and doors when leaving the room. Turn off electric devices.

- The hostel assumes no liability for valuables.
- Any damage or existing damage must be reported to the supervisory staff immediately.
- Usually two or three students share one room. In cases of damage they are liable as a group. Removal or cleaning of damage will be charged. If the causer cannot be determined, the residents of the affected room are jointly liable.
- Room Keys may not be passed on to third parties.
- The beds must be made up. The occupancy or use of other beds is prohibited. Soiling due to uncovered beds etc. will be charged -> chemical cleaning = 5€
- The recyclables must be emptied at least every Wednesday and separated accordingly at the recycling stations in House I and House II; in the event of improper separation or non-emptying, sanctions may be imposed, e.g. in the form of cleaning services

6. Common Rooms

- The users are responsible for the cleanliness and orderliness of the common areas. Any dirt or mess must be removed immediately.
- Return dishes to the kitchen after washing them.

7. Arrival

SEPTEMBER – END OF FEBRUARY

- Sunday before school starts 16:00-21:00 (first arrival with key issue)

Intermediate arrival on Sunday during the current block:

- Sunday before school starts 16:00-21:45 (minors)
- Sunday before school starts 16:00-22:45 (adults)

MARCH - JULY

- Sunday before school starts 18:00-21:00 (first arrival with key issue)

Intermediate arrival on Sunday during the current block:

- Sunday before school starts 18:00-21:45 (minors)
- Sunday before school starts 18:00-22:45 (adults)

Deviations from these arrival times (train delays, Monday arrivals, etc.) must be clarified with the staff of the dormitory - by telephone or by calling info.schuelerheim@bsbadw.de

8. Departure

Keys must be handed in at the end of the block on the day of departure **by 8:30 a.m. at the latest.**

If a key is lost, the costs will be charged to the person responsible. The costs must be paid in cash no later than the day before departure.

The rooms have to be left in good condition.

9. Meals

Every student has to pay 5,10 € per day / 25,50 € per week for their meals. The money has to be paid in cash or by card during the block. Transfers can only be done by the training company. Students of the hostel can only eat with a canteen ID. Vegetarian food is only available with a vegetarian ID (ask for it in the office).

After eating, the dining place should be left clean. Bring the used dishes to the kitchen and throw leftovers into the available container.

Home residents order their food via the ViNOW ordering app. Registration and a detailed explanation of how to download the app will take place on the first day of arrival at the student dormitory. The ordering of meals is ordered by each pupil on the Sunday before school starts, on his own responsibility for the respective school block.

If the meal is not attended due to illness or personal non-attendance at the meal, it is important that the student initiates the cancellation no later than 08:00 (lunch) or 14:00 (dinner) on the same day.

Food ordered that is not picked up or cancelled too late will result in sanctions.

10. Parking

Students who arrive by car are only allowed to park in the signposted parking spots behind the Kneippschule. Parking, loading and unloading in the parking spots of the staff is forbidden.

11. Night Rest

Absolute peace and quiet must be observed on the entire grounds of the student home from 10.00 p.m. onwards. Adult students can stay away from the home until 11:00 p.m. At the beginning of the night's rest at 10.00 p.m., the back entrance, the intermediate doors on the floors and the basement are cordoned off in house I. Presence in one's own room is mandatory and is controlled for minors.

Also in house II there is compulsory attendance from 23.00 o'clock. At 11:00 p.m., the main entrance to House I and the lattice gate to House II will be closed. The adults must therefore be present at this time at the latest.

The student home reopens at 6.30 a.m. in the morning.

12. Night Rest Sign-Out

All students can deregister a maximum of twice a week overnight. In the case of minors, a written declaration of consent from the legal guardian must also be submitted to the office. **The declaration of consent requires a signature.**

Purely digital or telephone exemptions cannot be recognised for legal reasons. On the homepage of the dormitory there is a form for this purpose.

The pedagogical staff reserves the right to ask questions by telephone.

13. Smoking

Smoking is prohibited in the whole building (that includes e-cigarettes, shishas, candles, joss sticks etc.). Outside the building smoking is only allowed in the marked areas.

14. Alcohol / Marihuana / Cannabis

Possession and consumption on the entire dormitory grounds as well as returning to the dormitory heavily drunk and intoxicated are absolutely prohibited.

15. Violation of the Hostel Rules

Violations of the rules will be recorded and sanctioned by the pedagogical staff. Minor rule violations can be punished with dishwashing service or environmental service in the house or outdoors.

Other consequences are:

- Verbal warning
- Written warning and a conversation with the director
- Censure and message to the training company and the school (in case of minors, also to the legal guardian).

- Temporary exclusion from the hostel (e.g. for one block)
- Exclusion without resumption

In cases of crime (e.g. drugs, weapons, racism, burglary, abuse in any form etc.) it will be reported to the police and the student will be banned from the house.

After a temporary as well as a permanent exclusion from the hostel, the student or the legal guardian is responsible for another accommodation and the resulting costs.

16. Case of illness

At home

In the case of an illness that begins at home, it is important to call the dormitory and let them know that you are ill. After a visit to the doctor, a copy of the medical certificate must be sent to the e-mail address of the dormitory.

At School

Students who notice in the student that they are falling ill need a written confirmation (blue slip) from the teacher. This must be handed in at the home office. Sick students must stay in the room on this day, except for meals. They are obliged to report to the home office in the evening and inform the employees of their state of health.

At the hostel

Students who notice symptoms of illness in the home in the morning must report to the office in person. Depending on the illness, the teaching staff can excuse the students from school for one day. Anyone who is ill must stay in their room that day.

except for meals and report to staff in the evening. If you have symptoms such as: fever, cough, runny nose, gastrointestinal problems and other contagious diseases, you must travel home on the same day. It is not possible to stay in the boarding school if you are ill for longer than one day.

Please always bring your health insurance card with you!

17. Environmentalism

- Waste must be separated and disposed of before you drive home. Please use energy sparingly (water, electricity, heating, returnable bottles etc.).
- In the rooms and the tea kitchens recyclable materials must be separated from household waste and regularly disposed of in the appropriate containers of our recycling center.

18. Declaration of Agreement to Data Protection

Without this declaration of agreement, the registered stay in the hostel is invalid. Personal data is needed by the director and the district office Unterallgäu for organization and billing. The declaration of agreement also allows the storage and photographic documentation of personal data in the hostel. The signature acceptance of the hostel rules also applies as declaration of agreement to data protection.



Jonas Pospischil

Mindelheim, 16.07.2024
District Office Unterallgäu

