



OÖ Heimbauverein  
Residential Accommodation for  
Pupils, Apprentices and Students

## Residential Regulations

**For all Student Halls of  
Residence  
Of the Upper Austrian  
Heimbauverein**

# Residential Regulations

### 1. GENERAL INFORMATION

The Residential Regulations have been agreed upon for tenants of all student halls of residence (Ordinance of the Student Halls of Residence), Federal Law Gazette 291 (thereafter BGBl – Bundesgesetzblatt) in connection with the federal law entered into force on 1 September 1986 (previously 15 May 1986). The Residential Regulations govern the coexistence of all tenants and the use of the student halls of residence. They further constitute a component of the Terms of Contract and are valid for an unspecified period. Furthermore, tenants must to comply with the regulations under public law and especially the fire safety regulations.

### 2. REPRESENTATIVE TENANT'S ORGANISATIONS

1. Plenary Meeting of Tenants (PMT)
2. Tenants' Representative Body (TRB)
3. Floor Spokespersons

#### Plenary Meeting of Tenants

consists of all tenants. The Plenary Meeting can make decisions relating to all matters concerning the student halls of residence and these decisions are binding for the Tenants' Representative Body. The Plenary Meeting of Tenants takes place at least once per semester. The Plenary Meeting of Tenants grants discharge to the assigned Tenants' Representative Body. Further details are available in the Rules of Procedure.

#### The Tenants' Representative Body

The Tenants' Representative Body is responsible for all rights and obligations resulting from the Ordinance and the Statute. The Tenants' Representative Body is accountable for their yearly budget to the Plenary Meeting of Tenants. The budget includes all revenue.

#### Duties of the Tenants' Representative Body

The Tenants' Representative Body represents all tenants to any authorities outside, especially to the proprietor (OÖ Heimbauverein). Furthermore, it is their duty to further the trouble-free coexistence of all tenants and to foster a harmonious atmosphere. Problems with noise as well as visitors have to be investigated. The nighttime noise regulations have to be observed. The members of the Tenants' Representative Body serve for one year and subsequently until the election of the new Tenants' Representative Body.

#### Floor Spokesperson

A floor spokesperson is an elected representative body and a tenant of the student halls of residence. He/she represents the interests of the other tenants on his/her floor.

### 3. ELECTORAL PROCEDURE

The election of the Tenants' Representative Body take place every winter semester and are carried out in accordance with the general, secret and equal voting rights. The Tenants' Representative Body consists of 4 people. At the beginning of the winter semester, the PMT decides upon the date, the venue and the candidates for the election of the Tenants' Representative Body. The candidates are nominated at the PMT. The counting of votes takes place in public and the result is published immediately after counting and displayed on a notice in the lobby of the student halls of residence. The present Tenants' Body of Representatives remains in office until the end of the month during which the election took place, unless the new election occurred due to a successful motion of no

confidence at the PMT. No-shows for the election are deemed to have waived the exercise of their voting rights. The election takes place informally. However, it is necessary to ensure that the venue, date and time of the election are announced on the appropriate floor. The election of the floor spokesperson must take place in a secret ballot if a floor spokesperson demands it or the Tenants' Representative Body decrees this.

#### **4. ROOM ALLOCATION**

The proprietor (OÖ Heimbauverein) allocates rooms according to § 11 of the student halls of residence's Ordinance.

#### **5. REGISTRATION REQUIREMENT**

The tenant is obliged to observe the legal registration requirement. A copy of the confirmation of registration has to be handed in to the administration of the proprietor.

#### **6. PETS**

No pets whatsoever are allowed to be kept in the student halls of residence.

#### **7. COMMUNITY FACILITIES**

Community facilities are those rooms that are not:

- a) Students' rooms
- b) Storage rooms
- c) Technical rooms
- d) Offices and other rooms for the employees of the proprietor (OÖ Heimbauverein)

These are available after consultation with the proprietor (OÖ Heimbauverein). The key for a community room can be obtained from the Management Group or the Board of the OÖ Heimbauverein. The use of the community rooms is subject to the relevant current regulations of the protocols of the proprietor's Board meetings. The proprietor reserves the right to make these rooms occasionally available to other connected organisations for their events.

The communal facilities have to be treated with great care, which is in the interest of all tenants. If necessary a timetable will be established to permit access on an hourly basis (such as for the music room).

The host will be responsible for the cleaning of the communal rooms if soiling occurs. If the host neglects this duty the relevant floor spokesperson (as delegated by the Board) has the right to order the persons responsible to clean the room. If there is non-compliance the matter goes to Board of the OÖ Heimbauverein.

Bicycles can be stored on the lower ground floor or in the car park free of charge. However, this only applies to tenants. The storing of bicycles in the access areas for vehicles and pedestrians as well as along the walls of the student halls of residence is prohibited.

#### **8. VISITORS**

Visitors are allowed at any time. Visitors are not allowed to stay overnight in the student halls of residence. If there are good reasons for suspicion the proprietor reserves the right to enter a room without warning on the ground of safety. Tenants who do not comply can expect their Contract with the proprietor to be immediately terminated.

Tenants have to ensure that visitors do not adversely affect the community in the student halls of residence. Visitor or groups of visitors are not allowed to make use of communal facilities. Visitors who do not comply may be asked to leave the student halls of residence.

#### **9. CLEANING**

Tenants are responsible for the cleaning of their rooms, bathrooms, lobbies and windows. Other rooms such as communal kitchens, rooms in the cellar, communal rooms, corridors etc will be cleaned by the cleaning personnel of the proprietor.

#### **10. USE OF ELECTRICAL APPLIANCES**

The use of additional electrical appliances increases the costs to the proprietor and their use is only allowed **after prior consent of the OÖ Heimbauverein's Administration**. The fires safety regulations prohibit cooking in the rooms. Neither is the use of an electrical heater is not allowed.

#### **11. NIGHTTIME NOISE ORDINANCE**

The municipal night noise ordinance applies to the hours of 22.00 to 06.00. These hours are to be observed and therefore, tenants must take into consideration the wellbeing of their neighbours and fellow tenants.

## **12. FEES**

The Administration collects the monthly fee by direct debit before the 5th day of each month. The tenants are obliged to have the required amount available in their bank accounts until the 5<sup>th</sup> of each month. If the amount is not available in the account the bank will charge an additional fee for which the tenants are responsible.

## **13. DEPOSITS**

Before the Terms of Contract commence the applicant has to pay a deposit. The exact amount of this deposit is determined by the proprietor. The paid deposit will be returned upon the termination of the Contract and the returning of the key to the Administration after deductions for the cleaning of the vacated room and, if applicable, damages, loss of keys and similar occurrences.

## **14. TERMINATION OF THE CONTRACT**

The notice to terminate the Contract and occupation of the room/flat in the student halls of residence must be handed in to the employees of the OÖ. Heimbauverein during the week between 08.00 and 12.00 hours. Please note that the room must be left in a tidy and proper condition, including the removal of all property/articles not belonging to the student halls of residence. Non-compliance will result in loss of the deposit, as the HBV will not return it. It is essential to comply with **one-month's notice period to the end of the calendar month** (per month).

After the submission of important reasons it is possible to terminate the Contract at the end of the present calendar month. Important reasons are: obligations to fulfil the military service, other training or community service (in lieu of military service), a change of study location, the discontinuation of studies, the completion of studies or a suddenly occurring social hardship.

## **15. DAMAGES IN THE ROOMS**

The tenants are being held responsible for the equipment in the rooms/flats. Damages must be rectified/repaired before vacating the rooms/flats. Non-compliance results in the deposit being used for such repairs and/or the damages must be paid for.

## **16. REFUSE**

Only standard toilet paper can be used in the toilets. Sanitary pads, tampons and suchlike must be disposed of with the residual waste.

## **17. MAIL DELIVERY**

The mail delivery in the student halls of residence is carried out according to § 148 of the postal regulations. All tenants waive the legal assertion of requirements with regard to the employees of the proprietor or the Administration or other fellow tenants in connection with the treatment of mail. COD mail will not be accepted. The collection of amounts of money through postal orders will not be carried out. When moving out of the student halls of residence (even during the summer months) tenants have to leave a forwarding order with the post office. If this is not arranged the arriving mail will be returned to the sender by the student halls of residence.

## **18. CONFIRMATION OF STUDIES/ENROLMENT CERTIFICATE**

As proof of entitlement to a place in the student halls of residence it is essential to hand in an enrolment certificate to the Administration of the student halls of residence at the latest on 30 November. Without this confirmation the tenant will be charged additional costs (see residential fees).

## **19. SECURITY IN THE STUDENT HALLS OF RESIDENCE**

The student halls of residence are locked. Each tenant has a key to the front door. We ask you, in your own interest, to lock your room every time you leave it. The lending of the key is without exception forbidden and leads to the loss of your place in the student halls of residence.

The keys handed out to the tenants remain the property of the proprietor. If the tenant loses a key he/she must immediately inform the proprietor of the loss. The tenant is responsible for the costs of a replacement key.

## **20. FINAL POINTS**

The publication of the Residential Regulations is completed through the placing of a copy for inspection with the floor spokesperson and the members of the Tenants' Representative Body. Each tenant can make a copy of the Residential Regulations as well as retrieve them on the homepage under [www.ooe-heimbauverein](http://www.ooe-heimbauverein).