

# House rules clubroom

## Rules:

- Smoking strictly prohibited
- in the outdoor area always throw the cigarettes into the ashtray
- max. 40 persons allowed in the club room
- follow fire regulations
- keep emergency exits clear
- damages in the club room must be reported immediately to the key holder
- the club room may only be used after consultation with the HSMW Student Council and after signing a contract
- the technology (mixer, subwoofer, loudspeakers, mixer LED - control technology) is NOT allowed to be moved to avoid damage and failure
- **after 10 p.m. the windows and doors must be closed when operating the music system**

## Duties of the key bearer / person in charge of the club room:

- the person in charge makes sure that all rules and regulations are respected
- the clubroom will be locked if there is no responsible person near the clubroom
- the person in charge is responsible for any damage on the clubroom premises from the moment of taking over the keys
  - damages will be paid with the deposit, if the damages exceed the value of the deposit the responsible person is liable with his private property!
  - the person in charge immediately forwards all damages to the student council in order to avoid consequential damages and problems of understanding
- the club room must be restored to its original condition **after use and before the key is returned**, special attention must be paid to the following:
  - Wipe down tables and chairs until they are NOT sticky.  
(this includes the underside of the table and the table legs)
  - Clean toilet completely (replace toilet freshener if necessary)
  - Empty all trash cans, put in new bags (also outside)
  - refill paper towels in the bathroom
  - mop the floor in all rooms
  - Clean mirror surfaces and dirty windows
  - Turn off ALL fuses
  - Turn down heaters
    - In winter to 1,5
    - In summer to star
  - Open interior doors, refrigerator door and freezer door
- o Follow the club room checklist

**First Aid Bag in the closet entrance area**