

Welcome to Münster!



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Rectorate

International Office – Welcome Centre

Contact:

Maria Homeyer

Carmen Fleischmann

www.uni-muenster.de/en/research/visiting_scholars/

Welcome!

> Germania Campus <

**Dear guest,
the University of Münster welcomes you to its guesthouse.**

The **Welcome Centre** provides services for international academics and their host institutes. We support visiting academics and their families in managing their stay in Münster.

We wish you a pleasant stay!

Local Support

If you have any questions about your stay at the guesthouse, please contact Ms. Carmen Fleischmann or Mr. Hendrik Steinbach.

Administration and Support in the guesthouses

- **Ms. Carmen Fleischmann**
Alexander-von-Humboldt-Haus
Hüfferstraße 59
48149 Münster
Ph: +49-251-83-39951
Mail: carmen.fleischmann@uni-muenster.de
- **Mr. Hendrik Steinbach**
Alexander-von-Humboldt-Haus
Hüfferstraße 59
48149 Münster
Ph: +49-251-83-21520
Mail: guesthouse.support@uni-muenster.de

(OR)
hendrik.steinbach@uni-muenster.de

Office hours:

Mon - Fri: Appointments by arrangement

Coordination/ Advisory

Head of Welcome Centre

- **Ms. Maria Homeyer**
Welcome Centre
Hüfferstr. 59
48149 Münster

Ph: +49-251-83-22600 / -39949
Mail: maria.homeyer@uni-muenster.de

Concerning further information about e.g. childcare or visa, Ms. Audrey Busch at the Welcome Centre is happy to attend you.

Advice & support for international academics

- **Ms. Audrey Busch**
Welcome Centre
Hüfferstraße 59
48149 Münster
Ph: +49-251-83-39953
Mail: audrey.busch@uni-muenster.de

Open consultation hours:

Tuesday 9 – 11 a.m.

Thursday 3 – 5 p.m.

Advice & support for international PhDs

[Katarzyna Krukar](#)
Graduate Centre

Useful Information

HEALTH

Medical Care

- Weekends and holidays:
Ph: +49-116 117

Pharmacies

- Behring-Apotheke
Grevener Straße 169
Ph: +49-251-278240
- Jahreszeiten-Apotheke
Catharina-Müller-Straße 2
Ph: +49-251-270502 7

Emergency Numbers

- **Police**
Ph: 110
- **Fire Department and Ambulance**
Ph: 112

German Railways

Service Hotline: +49-180-5996633
By pressing 11, you will be connected to an English-speaking serviceperson.
www.bahn.de

Bus lines to the centre

- Lines 6, 15, 16, R51
- To city centre: Grevener Straße
- From city centre: Jahnstraße
www.stadtwerke-muenster.de/

Taxi

Ph: +49-251-60011
www.taxizentrale-muenster.de

Airport Münster Osnabrück (FMO)

Ph: +49-2571-3360
www.fmo.de

Airport Shuttle

Ph: +49-180-517011805171

MONEY

Nearest Bank

Volksbank Münster
Dorpatweg 10
Ph.: +49-251-5005010

University Pay Office

Röntgenstraße 17
Ground Floor, Room 05

Office Hours:

Mon, Thu: 09:00 - 12:00 a.m.
Ph.: +49-251-83-22126

Garbage Containers

Are located in the basement close to the exit/entrance (for the cars) of the parking garage. The entrance door can be opened with the apartment key.

- Paper: Blue container
- Plastics: Yellow container
- Waste: Black container
- Glass: York-Ring 25 (at the fire department)

Laundry

- WaschBar, Dorpatweg 4-6
Ph.: +49-251-3799875
- Delfin Wäscherei, Grevenerstr. 62
Ph.: +49-251-2704704

Technical Emergencies

For technical emergencies after 4 pm, during the weekend and on holidays regarding the heating system, water supply or electricity in your apartment please contact the caretakers:

- Mr Gerding
Ph.: +49 175 4074685
- Mr Knop
Ph.: +49 177 5931653

You lost your key during the weekend or at night?

- Ph.: +49-251-83-33333

EVERYDAY LIFE

TRANSPORT

We wish you a pleasant stay in Münster!

Dear guest,
please pay attention to the following issues:

Ventilation of the apartment in order to prevent mould infestation

We would like to ask you **to air** your apartment **regularly**, especially in the period between September and March.

Please turn down the heater during your absence.

When you see water on the window or on the glass of the front door, we would be grateful if you would wipe it off.

Deficient ventilation in your apartment can lead to **mould** on the walls, in particular during the winter months. This will have an impact on your health.

Installed smoke detector

A **smoke detector** was installed in your apartment. In case of a false alarm, to turn off the detector, **press the centre**.

Thank you in advance! Please do not hesitate to contact me if you have any questions.

C. Fleischmann

How to connect to your WiFi

Select WiFi
network



Enter
Password



1. To access WLAN, simply dial up using the data noted directly on the modem:
 - a. Connect to the WiFi that is mentioned on your apartment's modem.
 - b. Type in the password, which can also be found on the modem.
2. There is no need to set up a private profile anymore (as was previously necessary).
3. In case of complaints, you may directly contact Vodafone on their hotline (0221 - 466 191 12). You only need the serial number and / or MAC address of the modem. A customer number is not required for this.

Foreigners' Registration Office (Amt für Ausländerangelegenheiten)

Stadthaus 2
Ludgeriplatz 4
(entrance Südstraße)
48151 Münster

Postal address:
48127 Münster

Tel. +49 (0)2 51/ 4 92-36 36
Fax +49 (0)2 51/ 4 92-79 71

auslaenderamt@stadt-muenster.de

Office hours/ opening times:

Mondays to Fridays:
8 am – 12 pm

Thursdays:
3 pm – 6 pm

Bus numbers:

1, 2, 3, 7, 9, 10, 11,
12, 15, 16, 19 and 34

Bicycle rental

Radstation Münster Hundt KG

Berliner Platz 27a (am Hauptbahnhof)
48143 Münster

Tel. +49 (0)2 51/ 4 84 01 70
Fax +49 (0)2 51/ 4 84 01 77

www.radstation-ms.de

ADFC-Radstation Münster Arkaden

Königsstr. 7
48143 Münster

Tel. + 49 (0)2 51/ 7 03 67 90
Fax + 49 (0)2 51/ 7 03 67 91

E-mail: info@radstation-ms-arkaden.de

Swapfiets Münster

Aegidiistraße 46
48143 Münster

Tel. +49 322 210 98 175

<https://swapfiets.de/en/>

TV/Radio licence fee

ARD  **ZDF**  **Deutschlandradio** 

BEITRAGSSERVICE

P DV 06 0,25 Deutsche Post   Infopost

Sie erreichen uns unter
Telefon 018 59995 0870
Telefax 018 59995 0105
(6,5 Cent/Min. aus dem dt. Festnetz, abweichende Preise für Mobilfunk)

Servicezeiten
Montag - Freitag 7 - 19 Uhr

Postanschrift
ARD ZDF Deutschlandradio
Beitragsservice, 50439 Köln

Web antworten.rundfunkbeitrag.de

Datum 17.06.2013

Aktenzeichen 465 096 933 8
bitte immer angeben!

Für alle - von allen: Der neue Rundfunkbeitrag

Sehr 

ARD, ZDF und Deutschlandradio bieten Ihnen täglich ein hochwertiges, unabhängiges und vielfältiges Programm rund um Politik, Wirtschaft, Kultur und Sport. Dieses Angebot lässt sich heute auf unterschiedlichsten Wegen empfangen - ob über Radio, TV, Computer oder Smartphone. Deshalb hat der Gesetzgeber die Rundfunkfinanzierung zeitgemäß gestaltet:

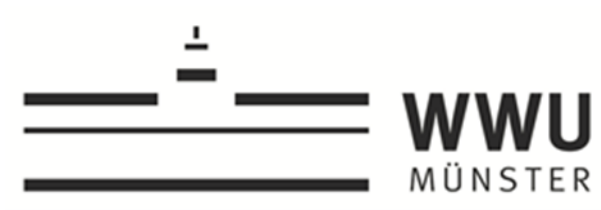
Seit 1. Januar 2013 gibt es den geräteunabhängigen Rundfunkbeitrag. Das heißt: Es ist nicht mehr entscheidend, ob und wie viele Rundfunkgeräte vorhanden sind. Pro Wohnung ist ein Rundfunkbeitrag zu zahlen.

Auf Basis gesetzlicher Bestimmungen haben wir die Adressdaten der Einwohnermeldeämter mit den bei uns angemeldeten Beitragszahlern abgeglichen. Unter Ihrem Namen konnten wir für diese Wohnung kein Beitragskonto finden.

Dear Guest,

If you receive a letter from **ARD ZDF Deutschlandradio Beitragsservice**, please do not respond to it, but bring the letter (including the answer envelope) to Ms. Fleischmann's office (Hüfferstraße 61). You can also send it per Hauspost from your institute. As a guest in one of our guesthouses, you don't have to pay the "Rundfunkgebühr", because it is already included in your rent.

IMPORTANT: This English-language version of a rental contract has been drawn up in order to help you understand the contents of the German original. However, only the German contract is legally binding.



Please sign and return one copy to the guesthouse office

Apartment no. **Apartment no.**
(please include in all correspondence)

**Rental contract for guest accommodation at the
Germania Campus, Dorpatweg 4-6, 48159 Münster**

between the state of North Rhine-Westphalia, represented by the University of Münster (WWU), represented by its Rector, Schlossplatz 2, 48149 Münster

and

hereafter referred to as the "landlord"

Name

hereafter referred to as the "tenant",

agree to conclude the following rental contract:

§ 1

Object of the contract

- (1) The landlord agrees to rent the apartment no: **number** (28 m²), located on the Germania Campus in Münster, Dorpatweg 4 - 6, under the conditions as specified in this rental contract for the purpose of accommodation by one person.
- (2) The apartment comprises:

- 1 room
- 1 kitchen/ kitchenette
- 1 shower and toilet
- 1 balcony

The apartment comes with Internet access and cable connection for radio and television reception.

(3) **Smoking is prohibited in the guesthouse apartments.**

(4) The tenant is given the following keys:

- 1 key to the apartment
- 1 key to the postbox

The tenant must replace any lost keys at his/her own expense.

§ 2

Rental period and termination

- (1) The tenant is aware that the furnished apartment is offered to and intended for international researchers of the University of Münster (WWU). Therefore, it can only be used as accommodation for as long as the researcher is employed at the University of Münster. The tenant protection provisions (§ 549 (2) BGB) cease to apply upon termination of the rental contract.
- (2) The rental period begins on **Date from** (move-in after 4 pm) and ends on **Date to** (move-out by 10 am).
- (3) The tenant may terminate the contract within the first three working days of the respective month of termination. For termination to take effect at the middle of the month, the same advance notice of termination must be given, i.e. by the 18th working day of the prior month.
- (4) In accordance with legal regulations and irrespective of prior agreements, the landlord is permitted to terminate the rental contract for good cause and upon immediate effect (i.e. without advance notice) should the tenant violate his/her contractual obligations (e.g. failure to pay rent on time, serious disturbance of other tenants, non-permissible usage of apartment, unauthorised usage by third parties).
- (1) The rental period may be extended as long as capacities are available. However, extensions may not exceed more than one year in total so that other international guests of the University can be offered accommodation.

§ 3

Rental fee and utilities

- (1) The rental fee is **amount euros per month, which includes the cost of utilities.** Utilities include the cost of heating, water, electricity, final cleaning, Internet, cable TV, the radio licence fee and other service expenses.
- (2) Rent must be paid in advance by the 3rd working day of the month.

Reference no.: *number*

- Rent can be paid by credit card or EC debit card in person at the head office at Hüfferstr. 61, 48149 Münster.
- Payment with the corresponding reference number can also be made at the University Cash Office at Röntgenstr. 17, Rm. 05, Monday and Thursday from 9 am to 12 pm (cash, EC debit card, Maestro card or credit card).
- Payment can be made by electronic transfer with the corresponding reference number to the following account of the University Cash Office:

Westfälische Wilhelms-Universität Münster
IBAN: DE 22300 5000 000 000 660 27
BIC: WELADED

§ 4

Usage of the rental rooms

- (1) The tenant is obliged to engage with the other tenants in the guesthouse in a neighbourly manner and to exercise mutual respect.
- (2) The tenant is obliged to treat the rooms, furnishings and common rooms with care and ensure that the rented rooms are sufficiently heated and ventilated. Further details are provided in the House Rules, which are part of this rental contract.
- (3) The tenant may only use the apartment for the purposes specified in this rental contract. Subletting the apartment or individual rooms thereof is not permitted.
- (4) The tenant is not allowed to keep pets in the apartment.

§ 5

Maintenance, repairs and liability for damages

- (1) The landlord is responsible for carrying out cosmetic repairs for the duration of the contract, provided the damages were not caused by the impermissible use of the apartment.

- (2) The tenant is required to notify the landlord of any damages as soon as these are noticed. The tenant is liable for any damages he/she has caused after moving into the apartment. Upon returning the apartment to the landlord, the tenant is obliged to replace any missing furniture or furnishings at his/her own expense.
- (3) If damage occurs, the tenant is required to explain why he/she is/was not responsible for the damage.
- (4) The tenant is not permitted under any circumstances to renovate, build additions or installations, or make any alterations to the rental property.

§ 6

Entry to the rented rooms by the landlord

The landlord or his representatives are authorised to enter the rented rooms during regular working hours with prior notice. In cases of emergency, entry is permitted at any time and without prior notice.

§ 7

End of the rental period

- (1) At the end of the rental period, the tenant is obliged to hand over the rented rooms in a thoroughly cleaned condition, along with all rented furnishings, equipment and keys in a contractually compliant condition.
- (2) Any equipment or furnishings added by the tenant must be removed from the rooms at the end of the rental period. Any incidental damages to the rooms must be repaired at the tenant's expense.
- (3) If the apartment is left in an especially soiled condition, an additional lump-sum fee can be charged to the tenant for a final cleaning.

§ 8

Changes and additions to the rental contract

Any subsequent changes or additions to this rental contract are only valid upon written consent of both rental parties.

§ 9

Severability clause

Should individual provisions of this contract become ineffective or impracticable in part or whole on account of changes to laws or for other reasons, the remaining contractual provisions shall remain in effect and the validity of the contract shall remain unaffected. Those provisions which have been rendered ineffective or impracticable should be replaced by provisions which most closely serve the intention and purpose of the invalid provisions.

If the contract is found to be incomplete, any subsequent provisions which correspond to the intention and purpose of the contract are to be recognised as if they had been originally considered and agreed upon.

In all other cases, the corresponding legal provisions apply.

Münster, **date**
University of Münster
on behalf of the Rector

Münster, **date**

p.p.

.....
Landlord

.....
Tenant

Departure

If you know the exact date of your departure already, please advise us. We also need to make an appointment for the apartment check-out the last working day before you leave. Therefore please suggest a date and time.

Please make sure that you paid the total of your rent.

Furthermore I would like to ask you to carry out the following procedures on the day of your departure:

- leave the keys on the desk in your apartment
- close the windows and turn off the heater
- put the sheets and towels on the floor
- sweep the apartment
- If you have items that you cannot take back to your home country and don't want to throw away, please ask your neighbors or someone from the office if they could use them.

Please do not leave food, empty bottles or waste in your apartment.

Please leave the apartment until 10 am, if you leave on the 15th or the last day of the month.

In case you forget something accidentally inside the apartment, we are going to contact your host institute.

Please also note the following suggestions:

Mail - Before you move out from the guesthouse you should request to forward your mail to your new postal address, so you can keep receiving letters and parcels without any problems. The Deutsche Post offers a form that you can fill in on this website:

<https://www.efiliale.de/efiliale/nachsenden-lagern/nachsendeservice.jsp>

If you don't carry out this application, your mail will be returned to the Deutsche Post with the note "Addressee moved". In any case, please remember to inform the senders of the forwarded mail about your new address.

Cancellation of registration at the Stadt Münster

If you are registered at the municipality (Stadt Münster), do not forget to cancel your residence: [http://www.stadt-](http://www.stadt-muenster.de/buergerservice/meldeangelegenheiten/abmeldung.html)

[muenster.de/buergerservice/meldeangelegenheiten/abmeldung.html](http://www.stadt-muenster.de/buergerservice/meldeangelegenheiten/abmeldung.html)

The form "Wohnungsgeberbestätigung", which you need to request your residence can be retrieved in our office on demand.

Sent the documents by Post to the address of the townhall:

Stadt Münster
Amt für Bürger- und Ratsservice
48127 Münster

Use of your data - We have saved the data that you indicated for your registration at our guesthouse for the time of your stay. If you do not agree with a further use, please write an email to support.academics@uni-muenster.de. If you stay in Münster after leaving our guesthouse and if you would like to be informed per email about internal events as the "Monthly Academics", please let us know, too.

Useful applications



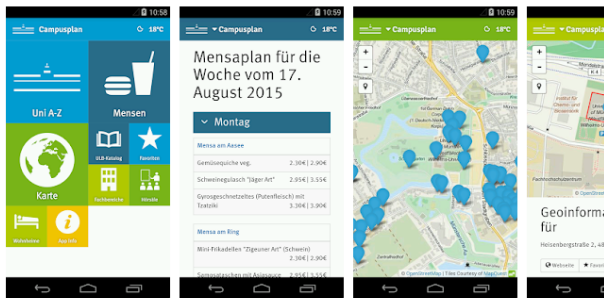
WWU Campusplan

ifgi Institute for Geoinformatics Münster Lifestyle ★★★★★ 86

USK ab 0 Jahren

Zur Wunschliste hinzufügen

Installieren



New to the University of Münster? Or just never heard of this or that institute?

What's the best way to the administration at the castle? Which cafeteria is closest to my position and what is on today's menu?



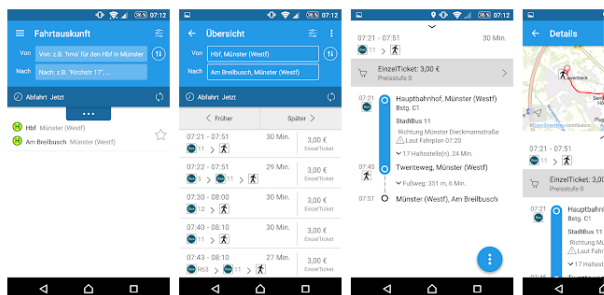
Fahrplan MS

Stadtwerke Münster GmbH Reisen & Lokales ★★★★★ 876

USK ab 0 Jahren

Zur Wunschliste hinzufügen

Installieren



When exactly does the bus depart? Is it too late or on time? Timetable MS knows the answer. The convenient timetable App Stadtwerke Münster is the timetable for mobile smartphones. Displayed is the exit for the city of Münster in real time. For example, for the nearest bus stop from their own location.



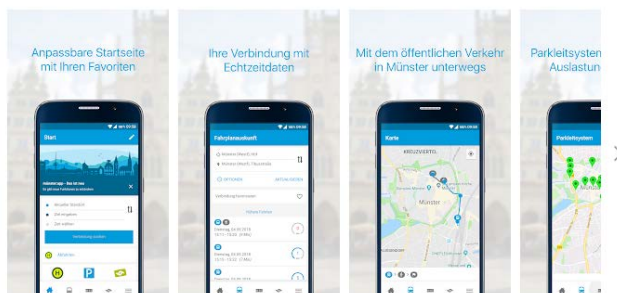
münster:app - Fahrplanauskunft & mehr für Münster

Stadtwerke Münster GmbH Reisen & Lokales ★★★★★ 291

USK ab 0 Jahren

Zur Wunschliste hinzufügen

Installieren



The Münster: app that makes life easier in Münster. Transport links, parking capacities, Münster services for citizens and tourists, pharmacies emergency services, construction sites - all the information at hand in one app.

When comes the next bus?
When do I put out the garbage?
Where can I find a parking space?

Useful links

University of Münster

<http://www.uni-muenster.de>

International Office

<http://www.uni-muenster.de/InternationalOffice>

City of Münster

<http://www.muenster.de>

Busses & timetables Münster

<https://www.stadtwerke-muenster.de>

German Railways

<http://www.bahn.de>

Intercity Bus

<https://www.flixbus.de/>

Airport Münster Osnabrück (FMO)

<http://www.flughafen-fmo.de>

Bicycle rental

<http://www.radstation-ms.de>

<https://swapfiets.de/en/>

Sale of used bicycles (once monthly)

<http://fietsenboerse.de/muenster/>

Münster Information:

Heinrich-Brüning-Str. 9
48143 Münster
Mo - Fr 10 - 18 Uhr,
Sa 10 - 13 Uhr
Tel. 0049 (0)251 - 492 - 2710
Fax 0049 (0)251 - 492 - 7743
info@stadt-muenster.de

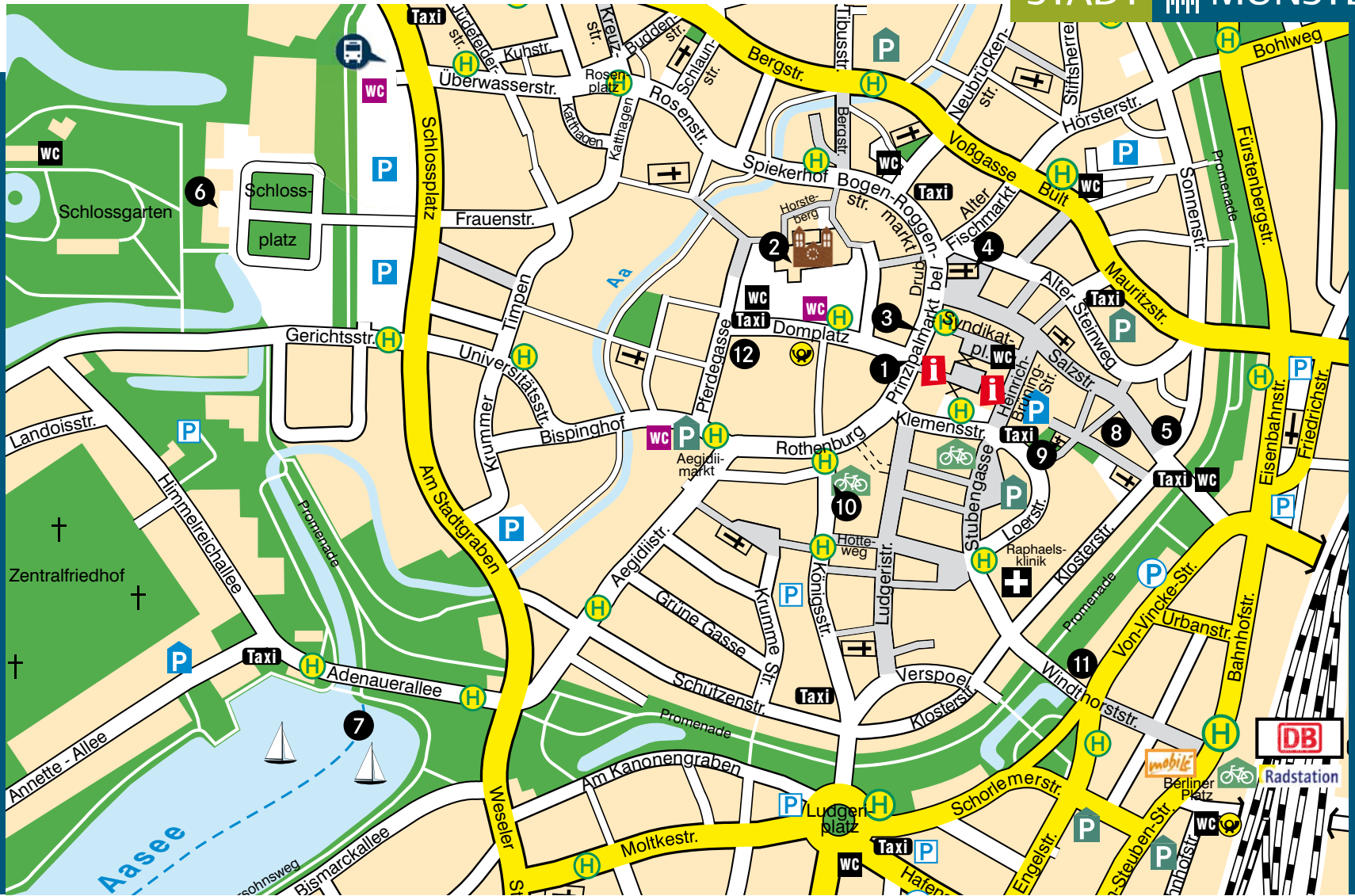
**Information
im Historischen Rathaus:**

Prinzipalmarkt 10
48143 Münster
Di - Fr 10 - 17 Uhr,
Sa, So, feiertags 10 - 16 Uhr
Tel. 0049 (0)251 - 492 - 2724
friedensaal@stadt-
muenster.de

www.tourismus.muenster.de



Fotos: Air-Klick (1/3), E. Deiters-Keul (12),
R. Emmerich (4/5/7), Münster Marketing
(2/6), Presseamt Münster/ B. Fischer (10)
/A. Klausner (9), D. Wirlitsch (8/11)



über Steinfurter Straße

BAB 1 Osnabrück/Bremen
Münster Nord (77)
MS-Nienberge
B 54 Gronau, Niederlande
MÜNSTER OSNABRÜCK
INTERNATIONAL AIRPORT

- Parkplatz
- Parkplatz mit geringerer Kapazität
- Parkhaus
- Parkhaus mit Behindertenparkplatz (kostenpflichtig)
- Park + Ride-Parkplatz
- Reisebusparkplatz
- Haltestelle für Reisebusse (nur Ein- und Ausstieg)
- Fernbushaltestelle
- Bushaltestelle
- Taxi-Haltestelle
- Tourist-Information
- Krankenhaus
- Barrierefreie, öffentliche Toilette
- Öffentliche Toilette
- Radstation mit Fahrradvermietung
- Campingplatz
- Post
- St.-Paulus-Dom
- Fußgängerzone
- Umweltzone

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Grafik: Vermessungs- und Katasteramt



Münster Süd (78)
BAB 1 Dortmund
BAB 43 Recklinghausen

Preußen-
stadion

MS-Hiltrup
MS-Amelsbüren
B 54 Hamm
Dortmund

MS-Gremmendorf
MS-Angelmodde

MÜNSTER FÜR JEDEN

MÜNSTER SOUVENIRS

Im Stadthaus 1 · 48143 Münster
www.muenster-souvenirs.de

DER MÜNSTER BUS

Stadttrundfahrten
Sightseeing Tour

with multilingual audio guide

www.muensterbus.ms
0800-1828828

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Krimitouren
Licht und Schatten Führungen
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Buchungen unter (02 51) 4 84 01 70
oder per Fax unter (02 51) 4 84 01 77

Mo - Fr 5.30 - 23.00 Uhr · Sa/So 7.00 - 23.00 Uhr
Berliner Platz 27a · 48143 Münster · www.radstation-ms.de

Welcome Willkommen

Thank you for separating your waste and disposing of it correctly.



Bio-waste

Collection: every week refer to the disposal calendar



These come in the brown bin:

- Flowers
- Bread and cake
- Egg-shells and bones
- Fish and meat (cooked)
- Cheese and cold meats
- compostible waste (e.g. fruit bags, paper handkerchiefs and napkins)

- Fruit
- Vegetables and salad
- Food left-overs
- Tee bags and coffee filters

These do not belong there:

- Potting soil
- Woody waste
- Cat litter
- Plastic bags
- Straw



Recovered Paper and Cardboard

Collection: every 14 days refer to the disposal calendar



These come in the blue bin:

- Cardboard files
- Paper and envelopes
- Books and booklets
- Computer paper
- Egg-boxes and folding boxes

- Wrapping papers
- Catalogues and brochures
- Boxes
- Packing paper and corrugated cardboard
- Magazines and newspapers

These do not belong there:

- Photographs
- Drinks packaging
- Wallpaper



Yellow Sack

Collection: every 14 days refer to the disposal calendar
Toll-free hotline about the yellow sack: 0800/1223255



These come in the yellow sack:

- Aluminium foil
- Wrapping foil
- Drinks packaging
- Yoghurt pot
- Cans
- Margarine tubs
- Fruit and vegetable nets

- Screw-on caps and crown caps
- Shampoo bottles
- Washing-up liquid bottles
- Polystyrene
- Metal, plastic and composites packaging
- Toothpaste tubes

These do not belong there:

- Glass
- Paper
- Toys
- Pots and pans
- Nappies



Residual Waste

Collection: every 14 days refer to the disposal calendar



These are for the grey bin:

- Ash and sweepings
- Sanitary towels and tampons
- Baking paper
- Felt-tip pens and ball point pens
- Residual fish and meat (raw)
- Gypsum and rubber
- Electric bulbs
- Cat litter and bird sand
- Ceramic and porcelain
- Candles
- Adhesive labels
- condoms
- Cleansing tissue
- Leather cuttings
- Plaster and dressing materials
- Cleaning cloths
- Vacuum cleaner bag

- Stockings
- Wallpaper
- Nappies
- Cotton wool
- Toothbrushes
- Cigarette ends and ash

These do not belong there:

- Rubble and stones
- Electrical appliances
- Problem waste

Recovered Glass

Disposal times: Mon. - Sat. 7.00 a.m. - 8.00 p.m.
Locations: Telephone 02 51/60 52-53



These are for the recovered glass containers:

(Sorted into white and coloured glass)

- empty glass bottles (without caps)
- empty glass receptacles (e.g. large pickled cucumber jars)



These do not belong there:

- Fireproof glass
- Window panes
- Glass bricks
- large glasses -> recycling centre
- full bottles

Bulky Waste

Collection: 1 x per month (Only for private households)

My bulky waste collection appointment under telephone 02 51/60 52-53



These can be placed at the roadside

- Furniture and household: Beds, mattresses and slatted bases
- Ironing boards and brooms
- Three-piece suite
- Pets' cages
- Prams and pushchairs
- Suitcases (empty)
- Ladders
- Cupboards and shelving
- Airmchairs, couches, tables and chairs
- Pieces of sporting equipments
- Carpets/floor coverings (rolled or bundled)
- Clothes horses

- Garden and Balcony: Flower boxes, garden appliances
- Garden waste (in municipal sacks)
- Garden furniture
- Shrub clippings (bundles)
- Other Bulk Waste: Bicycles (with "bulk waste" note)
- Blinds and roller blinds (inside)

These will not be taken away:

- Car parts
- Bathtubs
- Electrical Appliances
- Mirrors
- Lavatories

The pickup of large electrical appliances must be registered by card. AWM will then pick them up after an appointment has been made. Small electrical appliances should be taken to the recycling yard.

Used Clothing



Locations: Waste telephone 02 51/60 52-53

These can be placed in the used clothing container:

- Bed clothing in sacks or bags
- Bedclothes
- Trousers
- Jackets
- Coats
- Bed coverings
- Pullovers
- Shoes (in pairs)
- Table-cloths

These do not belong there:

- Residual waste
- Other waste

Organic Waste



Collection: 1 x per month with bulky waste

My bulky waste collection appointment under telephone 02 51/60 52-53

These come in the garden waste sack:

- Garden and organic waste (in municipal sacks)
- Foliage and plants
- Lawn clippings
- Shrub clippings (bundled)

max. 25 kg

These do not belong there:

- Logs
- Roots

Problem Waste and Pollutants

Times for handing-in at locations of the 10 recycling-centres: Waste telephone 02 51/60 52-53



These are for the recycling centre:

- Used oil
- Batteries
- Chemicals
- Paints and varnishes
- Flourescent tubes
- Medication
- Pesticides and poisons
- Cleaning agents

- Edible oils
- Aerosols

These will not be accepted:

- Infectious waste
- Radioactive waste
- Explosives and munition

Thank you!
Danke!

More questions?
Waste telephone 02 51/60 52-53
www.awm.muenster.de

Herausgeberin
Stadt Münster
Presse- und Informationsamt
Abfallwirtschaftsbetriebe Münster
Rösnerstraße 10
48155 Münster
Mai 2017



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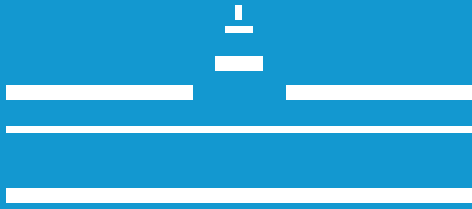
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House Rules

for the Germania Campus

The purpose of the following house rules is to maintain a peaceful, neighbourly atmosphere among the tenants, ensure general order and safety, and protect the building from damage. This document is a legal component of the tenant's rental contract. Violation of the house rules represents a breach of the rental contract. Serious violation of the house rules entitles the landlord to cancel the rental contract with immediate effect. The tenant is obliged to compensate all damages to the landlord due to violation or non-compliance with the house rules.

1. Mutual respect

1.1 Protection from noise

- Unnecessary noise should be avoided. Quiet periods are to be observed from 1 pm to 3 pm and from 10 pm to 7 am. On Sundays and public holidays, the quiet periods are from 12 pm to 3 pm and from 6 pm to 8 am.
- Playing instruments and singing loudly is not permitted during the quiet periods. Television, radio and other audio equipment should always be kept at a moderate volume. These devices may not be operated at open windows, on balconies, loggias or terraces.
- Noisy household chores and work activities conducted in the building, courtyard or garden may only take place outside the quiet periods; this particularly applies to beating carpets, using vacuum cleaners and mowing the lawn.
- Children are only allowed to play on the playground if the property includes such a facility. Otherwise, parents and legal guardians must ensure that their children and their playmates show consideration to the other tenants. Noisy games, such as football, may not be played on the grounds in the immediate vicinity of the building. Playing in the cellar, entrances, corridors and stairwells is also prohibited.
- Doors to the building and the apartments should be shut quietly. Departing guests at night should be given quiet goodbyes.
- If loud festivities are planned which are likely to extend beyond 10 pm, all neighbouring tenants who are likely to be affected by the noise should be notified in advance.

1.2 Protection from other disruptions

- Flower boxes may not be hung on the outside of the balcony parapet. For safety reasons, flower boxes may only be hung on the inside of the parapet. When watering flowers, the tenant should take care that dripping water does not disturb the tenants living directly below.
- Shaking rugs/cloths or tossing liquids outside of windows or balconies is prohibited. Textiles and shoes may not be cleaned on windowsills, over balcony parapets or in the stairwell.
- It is not permitted to ventilate one's apartment and especially one's kitchen through the stairwell. Barbecuing with solid or liquid fuel on balconies, loggias, terraces or outdoors in the immediate vicinity of the building is prohibited.

- If the tenant is allowed to keep a house pet, he/she must ensure that the animal does not disturb the other residents or cause damage to the property.

2. Protection of the building

2.1 Fire safety

With regard to storing explosive or flammable materials, the tenant is obliged to observe and comply with all general technical and administrative rules, and in particular building and fire safety provisions. The following is prohibited:

- open fire and smoking in the basement;
- storing explosive and highly flammable materials in the basement.

2.2 Protection against cold

If freezing temperatures are likely, the tenant should take measures to prevent water lines from freezing, and if necessary, turn on all radiators. He/she should also ensure that frost protection measures are taken during their absence. Basement and stairwell windows should be kept shut at cold temperatures.

2.3 Ventilation

The tenant must sufficiently ventilate his/her rental unit (3 x daily, ca. 5 minutes shock ventilation) especially during the cold season.

2.4 Obligation to report damages

The tenant is obliged to notify the landlord immediately should damages occur to the apartment, common rooms, facilities or the building itself. If the building, its occupants or any third parties are in immediate danger, the tenant must take immediate and appropriate action as indicated by the warning signs affixed inside the building for this purpose.

2.5 Building entrance

The main entrance to the building is to be kept closed at all times.

2.6 Keys

For longer periods of absence, the tenant should ensure that his/her apartment can be entered in case of emergency or for the purpose of preventing or removing damages.

The tenant must immediately notify the landlord of any lost keys.

2.7 Pest control

The tenant is required to take measures to remove vermin in their rental unit (rodents, bugs etc.) at his/her own expense and to notify the landlord accordingly.

2.8 Treatment of floors

The floors should be treated and cleaned appropriately.

2.9. Antennas

It is not permitted to attach or install exterior antennas, e.g. satellite dishes or amateur radio antennas.

2.10 Advertisements

It is not permitted to hang or affix advertisements or company plaques inside or around the building.

3. Use of common rooms and areas

3.1 Storage of objects and vehicle parking

Objects, such as baby carriages (prams), may be kept in the stairwell or other common rooms only with the explicit permission of the landlord. Motor vehicles, bicycles and mopeds may only be parked inside or outside the building in specially designated places with permission of the landlord.

3.2 Passenger lifts

Small children may only use the lift in the company of an adult. Heavy objects may only be transported as long as the permissible payload is not exceeded.

4. Trash removal

The tenant is responsible for disposing of trash in accordance with municipal regulations. If trash separation is required, the tenant is obliged to deposit the different types of trash into the corresponding bins.

Bulky rubbish must be disposed of in accordance with municipal regulations. **Trash may not be disposed of in toilets, especially any objects which could clog the sewage lines, e.g. (tampons, sanitary pads etc.)**

5. Changes and additions to the house rules

The landlord is permitted to change or add provisions to these house rules if need arises and which appropriately consider the interests of the residents, adhere to the principle of equal treatment, and do not substantially alter the rights and obligations of the tenants.

