MAX-PLANCK-INSTITUT
FÜR ETHNOLOGISCHE FORSCHUNG

Guesthouse Rules

Max Planck Institute
for Social Anthropology
Halle/Saale

valid as of July 2026

Preamble

The guesthouse of the Max Planck Institute is a shared living and working space. House rules are necessary to enable guests to have a pleasant stay and ensure safety, cleanliness, and respectful treatment of one another at all times. These rules reflect the implementation of regulations that have proved important for the wellbeing and safety of the guests as well as preserving the quality of the apartments.

Scope of Application

The Guesthouse Rules apply to all persons using the apartments or the communal areas of the guesthouse. It is a binding part of the rental agreement and applies for the entire period of the rental.

By booking an apartment or entering the premises, users accept these Guesthouse Rules. The rules can be viewed on the Institute website (www.eth.mpg.de) and as printed documents in the apartments.

Access, Safety, and Fire Protection

Tenants of the guesthouse are issued a key for their apartment as well as a chip key for access to the guesthouse. These may not be copied or given to third parties. Losses are to be reported to the facility management of the Institute immediately. A replacement fee will be charged in accordance with the outlay.

The doors of the building and cellar are to be kept closed at all times.

Emergency exits and escape routes must not be blocked. It is therefore not permitted to place objects in the hallways. Fire extinguishers and smoke detectors may not be tampered with or removed.

Smoking is forbidden in all indoor areas of the guesthouse. Open fire (candles, grill, etc.) is not permitted.

In the case of fire or emergency please call the fire department (112) immediately and exit the building via the designated escape routes. In addition, please inform the facility management via the on-call service number.

Use of Infrastructure

Institute property must be treated carefully and conscientiously. Damage of any kind must be reported to the Head of Administration or the facility management. Unauthorized rearrangement, borrowing, or removal of property is not permitted. Please contact the facility management of the Institute if you require instruction in the use of the appliances.

All users of the apartment are to be registered by name at the time of the booking, and in case of changes of occupancy during the rental. Overnight stays by persons not registered as tenants of the guest apartment are forbidden.

For safety and hygiene reasons, bringing and keeping animals in the apartments and communal facilities of the guesthouse is not permitted.

Technical Infrastructure and Data Protection

WLAN is available to all tenants free of charge. Access details:

[redacted]

Technical hardware and software and the WLAN may only be used for lawful and non-commercial activities. The PC in your apartment is connected with the MPI network and can only be used with an MPI log-in. Please note that sharing personal log-in details with third parties is not permitted. The printers in the seminar room of the guesthouse can be used for printing.

The apartments are equipped with telephones. The telephone number is +49 (0)345 – 2927 57 + your room number (e.g., Apt. 1: +49 (0)345 - 2927 571). The telephone can be used for making calls within the Institute or guesthouse, for receiving calls, and making calls to landlines in Germany. For external calls dial 0 before entering the number. For calls to mobile networks or international calls, please use your own mobile phone or online services at your own expense.

Disruptions to technical services (WLAN, telephone, TV) should be reported to the facility management or IT support.

For safety and fire prevention reasons, please turn off all technical and household appliances when not in use; please only use chargers and adapters that have product safety certification (e.g., CE sticker) and do not leave them plugged in during absences.

Quiet Hours

Quiet hours are to be observed between 22:00 and 06:00. During this time noise in the hallways, common rooms, and apartments is to be reduced to a moderate level.

Outside the quiet hours, use of musical instruments, loudspeakers, and loud conversations are to be limited to an extent that does not unduly disturb other tenants and employees.

Communal and Apartment Kitchens

The communal kitchen is available to all tenants at any time, as long as the general quiet hours are adhered to. The use of the apartment kitchens is restricted to the tenant of the apartment.

After each use, the working surfaces, stove, microwave, sink, and any other appliances are to be scrubbed clean. Dishes should be washed immediately or put in the dishwasher.

Please do not leave unsealed food items lying around; food should be kept in closed containers and stowed in the cupboards or refrigerator/freezer. Please regularly throw away any spoiled or unneeded items, and make sure not to leave food items behind when moving out of the guesthouse.

Please also make sure that the dishes and cooking utensils remain in the kitchen for which they are intended or are returned to the kitchen after use. If it happens that an item gets broken, please inform the cleaning staff or the facility management so that we can arrange for a replacement.

Laundry room

A laundry room is available in the basement of the guesthouse. It is equipped with two washing machines, an all-in-one washer-dryer, and an ironing station; it may be used outside of the quiet hours.

To ensure that all tenants have a chance to use the machines, please remove your laundry promptly after washing/drying. Storing laundry in the basement is not permitted.

In addition, please clean the washing machine drum, the lint collector and the door after washing or drying and empty the condensation tray in the dryer.

Prohibition on Commercial Activities

Self-employed and/or commercial activities that have not been commissioned or expressly approved by the Institute are prohibited on Institute premises, as is any kind of commerce or brokering of transactions. Furthermore, advertising for political parties or religious organizations is prohibited.

Waste disposal

Sorting and recycling waste is obligatory. Waste is divided into several categories:

Plastic and metal waste	-	yellow bin
Paper/cardboard	-	blue bin
Other waste/organic waste	-	black bin
glass	-	blue crate in the laundry room (basement).

Signs in the kitchen provide guidance on correct waste sorting. The drains – particularly the kitchen sinks and toilet facilities – may not be used for the disposal of waste, leftover food, grease, hygiene products, or other objects, as this can lead to blockages in the plumbing. Empty batteries are hazardous waste; they can be given to the reception desk for disposal or dropped off at collection bins at supermarkets, drugstores, or electronics stores.

Health and Environment

To ensure a healthy indoor climate and prevent mould, tenants are asked to air out their apartment several times per day by fully opening the windows. Please do not leave the windows permanently tilted open. The apartment windows are fitted with roller shutters or external blinds to darken the room and prevent heat build-up.

We aim to use our energy resources as economically and sparingly as possible. Tenants are therefore asked to turn off electrical devices and lights when leaving the apartments or communal spaces. During longer absences and at departure, the radiators in the apartment should be turned down (snowflake symbol) and the doors and windows closed.

The consumption of drugs and intoxicants is prohibited everywhere on Institute premises. If consumption is prescribed by a doctor, this must be reported, along with a copy of the doctor's certificate, to the Institute management, who will then weigh the interests of all parties and decide whether to grant an exception allowing it in the individual case.

Departure

The apartment is to be vacated by 10:00 on the day of departure. Please make sure not to leave any personal items behind.

If your apartment has a kitchen, please empty the refrigerator and dishwasher, wash any dirty dishes, and dispose of your kitchen waste before you leave.

Use of Parking Spaces

The Institute has an underground car park and a number of outdoor parking spaces which are available to employees and guests of the MPI. An agreement must be concluded with the Institute before using Institute parking. The use of the parking spaces is subject to a fee. Further information can be obtained from the Institute administration.

Letters and Parcels

Each apartment has a letterbox. To receive mail in the guesthouse, items should be addressed as follows:

Name of tenant
Reichardtstraße 12, App. (Nr.)
06114 Halle (Saale)

The delivery will be made directly to the guesthouse; it is not possible to forward it to the Institute because of restrictions connected with customs regulations. Please do not use any additions such as “MPI Guesthouse” or similar, as this also bears the risk of the mail being assigned to the Institute. The use of the address as the place of delivery is only possible as long as you are a tenant of the guest house apartment.

Violations

The Guesthouse Rules are binding. Violations may result in warnings, early termination of the rental contract, or levying claims for compensation for damages.

Entry into Force

The Guesthouse Rules enter into force on 1 July 2026.

Should individual provisions of these Guesthouse Rules be or become invalid or unenforceable, this shall not affect the validity of the remaining provisions.