

Dear students! Dear guests!

Welcome in the "Don Bosco Schülerheim" for pupils. In our house there live 90 pupils aged between 14 to 20 and a few students from all over the world. On weekends and in holydays the most of our pupils drive home. Please observe following rules:

1. Opening times

- The door is locked every evening from 10.15 p.m. to 6.30 a.m. until the next morning.
- On weekend the door is locked from Friday 6.00 p.m. to Sunday 6.00 p.m.
- In the holidays the door is locked round the clock.

**Please lock the door in that time respectively keep it locked.
You are not allowed to give your key to any other person.**

2. Guests

- On weekends and in holydays – when the house is closed, there are **no guests allowed**.
- Your guests are welcome (when the house is open) till 9.30 p.m. – please register them in the office. **We are sorry, but later there are no guests allowed.**

3. House shoes

- Please **use house shoes** upstairs. Downstairs in the cellar and on the ground floor you and your guests can keep on your street shoes.

4. Broken things

- **If there is anything broken** in the kitchen, in your room or anywhere else, please **tell it to the office**.

5. Your room

- When you leave your room please **switch off the light and close the window**. It is also better to lock the door.

6. Don't smoke

- It is **not allowed to smoke inside the house**. If you want to smoke please use the smoking area outside the house.

7. Learning time for our pupils

- 2.45 p.m. to 4.15 p.m.
- 6.45 p.m. to 8.15 p.m.

Please be quiet in that time.

8. Sleeping time

- At 9.45 p.m. the sleeping time for our pupils starts.

Please also be quiet in that time.

9. Kitchen in the 1st floor

↘ You can use the kitchen whenever you want. The kitchen is closed during the school time from 10.15 p.m. to 6.30 a.m. because of fire control. Please always wash the dishes by using the dishwasher.

10. Breakfast, lunch and dinner

↘ During the school time (in the dining room)
breakfast is from 06.30 a.m. to 07.45 a.m.
dinner is from 05.50 p.m. to 06.15 p.m.

If you want to book please tell it to the office.

11. Waste

- ↘ Please sort the waste into
- **Used Paper** (Box with the red label)
 - **Plastic bowls and cans** (Box with the yellow label)
 - **Residual waste** (Bucket with the grey label)
- ↘ When the boxes/bucket are full, please empty them into the container in the kitchen.

12. Key

↘ Keep care of your keys, because they are very expensive if you loose them.

13. Washing machine

↘ You can use the washing machine in the ground floor by appropriating your own cleaning agent. You can dry your clothes in the cellar – next to the “Coca Cola” automat there is a laundry rack.

14. Internet

- ↘ How to use our network:
- The (public) WLAN Password is: dbh&klu.at
 - Your Username is: _____ and the password is _____
 - Keep the starting window in the background open while working in an other window.

15. alcohol

↘ **Alcoholic drinks are strictly forbidden.**

16. Questions

- ↘ If there are any questions you can reach the office by phone +43 463 31 137
- in the holidays: from Monday to Friday form 9 a.m. to 6 p.m..
 - during the schooltime: from Monday to Thursday from 6.30 a.m. to 11.00 p.m., on Sunday from 6.00 p.m. to 11.00 p.m. and on Friday from 6.00 a.m. to 6.00 p.m..

Thanks for your understanding and have a nice stay.

Holl Gerald, director