

## HOUSE RULES FOR SEASON 19 / 20 FOR MEMBERS

**Welcome as a member at Forsøgsstationen! This is a shared house and we all do our best to keep it clean and nice – so always make sure, that you leave it in the same or even better condition than it was before you came.**

### **Lights**

The headboard of the light is in the small room in the men's toilet/dressingroom. The light for the foyer, bar and kitchen is turned on and off there. When you are the last one to leave Forsøgsstationen turn all the contacts inside the main board off. (to the left). In this way, we avoid the light burning all night long. The light for the hallway and for Wittmaerck is in the small cabinet to the right at the beginning of the hallway. Do not put extra lights into sockets in Camera and Boulevarden.

### **The Kitchen**

The kitchen is at your disposal and free of charge for the members. Tea and coffee are free, but donations are welcome. Please don't remove the teakettle from the kitchen, so others can use it. Remember to bring service etc. Back to the kitchen after you have used it. The sink on the left is for food and the one on the right is for cleaning and dishes. Please put your used service in the dishwasher. Turn the dishwasher on if it is full and empty if it's clean.

The coffee machine must not be switched on for a longer period of time, therefore pour the fresh coffee into one of the coffee pots sitting on the shelf at the dishwasher. Be sure to check if the coffee machine is turned off when you leave Forsøgsstationen.

### **Trash**

Kitchen waste must be packaged – ie. in plastic bags. There are both containers for kitchen waste, paper, electrical items, hard plastic and cardboard. So please sort your waste!

### **Unloading and loading**

Port key can be borrowed in the administration. The gate in the courtyard to the right is the widest, but the gate in the courtyard to the left is the highest. If you unload from the right side it is possible to unload into the foyer or by moving things down the ramp down to the glass doors to the Boulevard. Remember to keep 2 m. distance from the rubbish house (for the sake of the renovation team) and do not park anymore than necessary in the courtyard. Remember to close the port while unloading.

### **Bikes**

You can park your bike in the corner at Sigerstedsgade. Please don't park your bike in front of Forsøgsstationen.

### **The courtyard**

We can use the yard on both sides of the building, but don't use the outdoor furniture on the right side and be thoughtful about the area when smoking and noise etc.

### **The front door**

When you become a member, you get a code for the front door. The code is changed every 3rd month. All members get an e-mail with the new code.

## **Contact**

The administration is open Monday to Friday 9-13 and wednesday 9-14.30. You are welcome to call us at +45 38793828 or send an e-mail at [mail@forsoegsstationen.dk](mailto:mail@forsoegsstationen.dk) if you have any questions. If there is a acut problem with water, eletricity, broken windows etc. You have to contact the caretaker of the house Søren Rasmussen at tlf: +45 20625476 (can be contacted day and night)

## **Scenografy/technique**

In case of a short storage, connected to the unloading or loading, is needed, it is possible to store the stof in the foyer – but only after an arrangement wit the administration.

## **The rooms**

When leaving a room be sure to turn off the light and turn the heat down to 2. Take all the garbage with you and deliver the room in the same condition as you received it in. Dont take furniture from the foyer to one of the room without asking the administration first.

## **Furniture**

If you move furniture around in the room or remove it from one room to another then remember to put it back again.

## **Cleaning**

Cleaning equipment and articles are in the small room in the men's toilet and the in kitchen. We have a big scissor brum in Boulevarden and it 'lives' in Boulevarden. There is cleaning once a week in the common areas.

## **Smoking**

Smoking at Forsøgsstationen is not allowed. There are ashtrays by the doors to the street and to the courtyard. Do not throw cigarets on the ground, either in the yard or on the street. Please dont smoke infront of windows and doors.

## **Noise**

Loud noise must not take place between 22.30 and 08.00 for the sake of the neighbors.

## **The radiators**

The radiators are generally at 2. If you turn up or down for the heat when using the rooms, please turn it back at 2 when you leave the room. Never turn it any further than frost protection marked with a \* as there must run water through the pipes.

**Welcome to everyones loving and welcoming cultural house at Vesterbro!**