

Dear guests,

We welcome you in our on-site Guest House at the Lise Meitner Campus (LMC), and wish you a pleasant stay free of trouble. For your convenience we have drawn up some information:

## Reservation

In general, your room has been booked in advance. If you would like to change the date of your departure, please, make arrangements at the **HZB User Office Neutrons** (ext. 42304/-43153, rooms GE147/146), Mrs. H. Gast, (gast@helmholtz-berlin.de), Mr. A. Rödig, (andreas.roedig@helmholtz-berlin.de) or neutrons@helmholtz-berlin.de as soon as possible.

## Access to the Institute, Safety Regulations

The Helmholtz Zentrum Berlin is a normal research institution. Please, do not forget to bring your personal document (passport or domestic ID card) with you, any other legitimation will not be accepted.

The LMC Guest House does **not** compare with a **hotel** and the access to the institute's area is restricted to officially registered/announced persons (control at the entrance of the institute – "gate").

For your own safety, you are asked not to enter any other building than Guest House and canteen, or your working place, especially during the night.

## Arrival: Registration, Keys, ID-Card

The key for your room can be obtained during registration at the **HZB User Office Neutrons**. In case you intend to arrive late in the evening or during the weekend, please, let us know the number of your personal document in advance so that we can ease the access to the campus and deposit your key at the gate. The official registration for **guests and users of HZB Neutrons** then can take place the next morning (or Monday morning) at the HZB User Office Neutrons, who will also arrange for your normal HZB-ID-card.

**Guests of other departments** register at the appropriate secretary's offices, please.

## Breakfast, Lunch...

On normal working days you can have breakfast **in the canteen** from 8:30 a. m. and lunch starting at 11:30 a. m. In the cafeteria there are automatic vending machines (cold and warm drinks, snacks, sandwiches) at your disposition at all times (see the notice board). In the canteen as well as in the cafeteria, cash payment is not possible anymore. Please, charge the chip inside your HZB-ID-card at the terminal in the canteen building (please, follow the instructions there), and do not forget to unload it before you leave.

### ...when the Canteen is Closed

If you carry out your experiment during the night or on the weekend, or if you wish to prepare your individual breakfast, there is a small kitchen available in the common room on each floor of the Guest House (**refrigerators** and cupboards are equipped **with lockable compartments** assigned to every room). Please, do not store your food-stuffs in your room.

HZB Neutrons users can also use the kitchen in room V110 near the experiment halls, but they are requested to clean up afterwards. Nevertheless, **none** of these kitchens are **designed for permanent preparation of warm meals** in competition with the canteen.

Please, **do not eat** your meals **in your room** but use the common rooms, and remember to remove your food-items from the refrigerator or cupboard compartments when leaving.

## Non Smoking Areas

In the interest of the non-smokers, the interior of all HZB buildings, including all our Guest House rooms, has been declared non-smoking area by labour-management contract as of 19 February 2008 (in accordance with the new Law on Non-Smokers Protection). We kindly ask you to observe the new regulations.

## Washing Machine/Tumbler

Tokens (€ 2.00) and key to room LS136 are available on request, from the User Office Neutrons.

## Telephone/Intranet/Internet

From your room telephone you can reach every number inside the institute by dialling the extension number in question. You can receive telephone calls from outside the institute (+49 – (0)30 - 8062 - ext.), but **you cannot call outside yourself**. Especially for private purposes, a coin telephone has been installed in the common room at the ground floor of the Guest House. Additionally, there are a coin telephone and a card telephone available in the lecture hall building.

All rooms are equipped with net sockets (DHCP, self configuring!) for your own PC or laptop in order to access the internet, WLAN is being prepared. HZB-own data processing resources (intranet) are accessible only by personal log-in and password (to be arranged via the appropriate secretary's office).

## Check Out, Departure

You are asked to **leave** your room on the **day of your scheduled departure by 10:00 a. m.** (in order to enable cleaning and renting out on the same day), and to **return the key to the HZB User Office Neutrons by 10:30 a. m. at the latest** - otherwise we have to charge you an **additional night** (if you depart during the weekend, please, return the key at the main entrance "gate").

The LMC Guest House management (HZB User Office Neutrons) should be notified about **premature departures** asap (especially if a weekend is involved), otherwise you will be charged for the originally fixed period.

Loss of key will be charged on your bill with **€20.00** for replacement.

## Payment

For your stay in the LMC Guest House the HZB User Office Neutrons will make out a bill. You can pay the amount at the cashier (room GE 113, please make an appointment) or transmit. Unfortunately, **credit cards cannot be accepted**. In case you will receive reimbursement by the HZB (e.g. for travel expenses) your bill can be settled internally.

## Reminder

Please, take into consideration that there may be guests working through the night and sleeping during the day. Therefore we ask you to **keep the noise as low as possible** in the rooms and corridors.

In case of damages please inform immediately the persons responsible for the Guest House (ext. 42230, 42304 - or if very urgent - 42222).

**Emergency call** at any time: HZB-internal numbers

**42222 or 112** (institute's guards and fire brigade)

## Fire Protection and Safety Regulations

Here, we want to refer to the current regulations for protection against fire:

- Please, put **hot or glowing rubbish** (e.g. cigarette ash) neither into the waste-paper baskets nor into the plastic trash cans, but into the **red metal** ones located in the common rooms.
- The use of your **own heating gadgets** in the rooms (e. g. warm-air heaters, bowl-fire, immersion heaters) is **strictly prohibited**.

Please, take notice of the published tips in the case of alarm:

- **Fire alarm** (1 minute constant sound, twice interrupted.): Please, leave the Guest House for the parking place in front of the canteen.
- **Reactor alarm** (1 minute wail, twice interrupted): Please, leave for the lecture room DV108.

Additional information you can find on the red-bordered bulletin "Behaviour in case of alarm" at the back of your room's door.