

# Rules for Room reservations

Dear guest,

Reservations for the guestrooms in the IBZ-Adlershof will be exclusively made by the employees of the user office (Mrs. Kosemund / Mrs. Drochner or her substitutes). Tel: 8062-14734/12931, email: [photons@helmholtz-berlin.de](mailto:photons@helmholtz-berlin.de) , room no. 3213/3211, first floor.

**All reservation tasks have to be communicated to and coordinated with the user office:**

- For the reservation of rooms in our guesthouse you will have to specify the number and the name of the leader of the beamtime project. We can only accept applications for reservation in written form.
- The reservation will be validated by a written letter of confirmation.
- Reservations, changes of reservation and cancellations have to be performed as early as possible. Reserved rooms must be cancelled, at the latest, 5 days before your arrival or they will be invoiced to you or your institution.
- Confirmed reserved rooms must not be handed on to third persons.
- "Block reservations" for long-term or unspecified periods cannot be accepted.

**During your stay the user office is your primary contact in all questions concerning accommodation:**

- Please collect your keys personally. During regular office hours, the keys of your room will be handed out by members of the user office (Mrs. Kosemund / Mrs. Drochner, room no. 3213 / 3211). At any other time the porter of the BESSY II building will take over this responsibility.
- On the day of your departure you should return the keys either to the user office (Mrs. Kosemund / Mrs. Drochner room no. 3213/3211) or to the porter of the BESSY II building.
- Passing the keys to third persons is forbidden.
- The keys also have to be handed in, if you interrupt your stay at BESSY II (e.g. for a journey home on weekend or similar).
- **Please leave the room on the day of your departure at the latest until 11:00 a.m.**