

Terms of use and conditions of accommodation at HZB guest houses

The Helmholtz Zentrum Berlin GmbH is operating on-site guest houses, located at the Lise-Meitner-Campus (LMC) in Wannsee and at the Wilhelm-Conrad-Röntgen-Campus (WCRC) in Adlershof. Both guest houses are primarily designated to accommodate the visiting experimentalists at BER II and BESSY II.

Accommodation requests at the HZB guest houses have to be communicated to and coordinated with the local HZB user offices:

- at LMC for the BER II guest house located in Berlin-Wannsee
HZB User Office Neutrons (Mrs. Heike Gast or her substitutes). Tel: +49(0)30 8062-42304, e-mail: neutrons@helmholtz-berlin.de, room no. GE 147, ground floor.

and

- at WCRC for the BESSY II guest house located in Berlin-Adlershof.
HZB User Office Photons (Mrs. Kosemund / Mrs. Drochner or her substitutes). Tel: +49(0)30 8062-14734 / 12931, email: photons@helmholtz-berlin.de, room no. 3219, first floor.

Reservations

- For the reservation of rooms in the guest house you will have to specify the number of the beamtime project and the name of the principal proposer of the beamtime project.

Experimentalists book their rooms via their accounts with GATE (experiment number and execution period). Other inquirers may contact the respective user office directly in written form.

- Room reservations are made on "first come - first served" basis.
- The reservation will be validated by a letter of confirmation.
- Changes of reservation and cancellations have to be announced to the respective HZB User Office as early as possible.

Confirmed rooms must be cancelled, at the latest, 5 days before your arrival / departure or the rooms will be invoiced to you or your institution.

The HZB User Offices must be notified about **premature departures** as soon as possible, otherwise you will be charged for the originally fixed period.

- Rooms must not be handed on to third persons.
- "Block reservations" or unspecified periods cannot be accepted.
- In case of room reservation for more than one person e.g. for an experimental team, the corresponding person doing the reservation request is in charge of payment of all bookings confirmed.
- Young persons under the age of 18 are generally not allowed to spend the night on the campus in the interest of their safety.

- Guest houses are strictly non-smoking areas, as is the interior of all HZB buildings.
- Special wishes for the reservations will not be confirmed, but considered if possible.

On arrival

Please collect your keys personally. During regular office hours, the keys of your room will be handed out by members of the HZB User Offices (LMC: Mrs. Gast, room no. GE 147; WCRC: Mrs. Kosemund or her substitutes at the users reception). At any other time the porter of the BESSY II building or at the gate of LMC will take over this responsibility.

Passing the keys to third persons is forbidden.

The keys have to be handed back, if your stay is interrupted (e.g. for a journey home on weekends) unless something different has been agreed with the respective user office.

On departure

On the day of your departure, the room should be vacated until 10.00 a.m. at the latest, and the key returned to the corresponding HZB User Office or to the porter of the BESSY II building or to the gate of LMC, respectively, until ~ 10.30 a.m., otherwise an additional night will be charged. (Keys must not be left in the guest house.)

Loss of key will be charged on your bill with 50.00 EUR for replacement.

Payment

For your stay in the HZB Guest Houses the HZB User Office issues an invoice. You can pay in cash at the cashier's desk (LMC: room GE 113, please make an appointment; WCRC: User Office Photons, room 3220) or by bank transfer. **Credit Card payments cannot be accepted.** In case you will receive reimbursement by the HZB (e.g. for travel expenses) your invoice is settled internally.

Price list as of 1 August 2013:

	Regular price for experimentalists per night	Reduced price for GATE registered experimentalists per night	Cleaning fee at LMC Guest House per month
Single room	30.00 EUR	24.00 EUR	10.00 EUR
Twin room (LMC only)	40.00 EUR	30.00 EUR	18.00 EUR
Additional bed (WCRC)	6.00 EUR	6.00 EUR	