

## Airport

If you have a lot of luggage, we recommend taking a taxi to Fuhlsbüttel Airport. The journey takes about 30 minutes. Airport-City buses operated by "Jasper" run regularly from the main railway station and from Altona station. The S-Bahn from Ohlsdorf directly to the airport is one stop.

For further information see Metro map

## Arrival

Your flat will be available on the day of arrival from 3.00 p.m. on the day of arrival. Please provide us with your personal details, if they are not already available at the guest house, on the registration form as soon as possible after your arrival. Your Gästehaus-A-Z will answer many of your questions, but certainly not all of them. If you have any further questions or suggestions, please do not hesitate to contact the office.

## Apartment cleaning

Your flat will be cleaned once a week by our staff. Please take your rubbish to the bins on the left in front of the house at the entrance.

## Authorities

Please refer to the enclosed information sheet "Registration and Residence Permit" for the addresses of the Office for Foreigners' Affairs and the Residents' Registration Office

<https://www.hamburg.de/hamburgservice/standorte/>

## Babysitting

Studierendenwerk Hamburg  
Hamburger Tagesmütter und -väter e.V.  
Eilbeker Weg 71  
22089 Hamburg  
Tel. +49 (40) 200 33 77  
kitainfo-hamburg.de

## Bank

Nearest bank for opening a current account:

Hamburger Sparkasse (HASPA)

<https://www.haspa.de/de/home/toolbar/filialen/hamburger-sparkasse-filiale-rotherbaum-33441.html>

## Bed linen

Your bed linen will be changed every 14 days by our cleaning staff.

## Bicycles

You can store your own bicycle in the bicycle cellar of the house. Please inquire in the office.

## Children's playground

The nearest playground is located in "Planten un Blomen" at the exit of the fairground (Marseiller Straße / corner of Jungiusstraße) and at the corner of Mittelweg / at St. Johannis.

## Concerts

The Global Science Foundation organises a "Baroque Music" concert at least once a year. If you are our guest at this time, we cordially invite you to the concert evening.

## Emergency call

Please always dial "0" from the hallway telephones first.

Police: 110

Fire brigade: 112

Ambulance and emergency doctor: 112

Please also inform the management of the guest house in the office or privately in the event of an emergency.

## Computer

Problems with your laptop can be resolved by an employee of mscom-Informationstechnologie. They charge a flat rate of € 40 plus VAT for IT activities that do not take longer than 0.5 hours including travelling time. <https://mscom.de/unternehmen/>

## Departure

Subject to special arrangements, please vacate the flat by 9.00 am on the day of departure. Before you leave, please check that you have paid all your bills and return your keys and library card to the office or put them in our blue letterbox.

## Doctors and emergency service

Please always dial "0" first on the corridor telephones.

Emergency medical service: 116117

Emergency ambulance/specialists: 112

Please inquire at the office.

## Encyclopaedia Britannica

Available for your review in the clubrooms.

## Final cleaning

For a stay in the guest house of 14 days or more, a one-time payment for the final cleaning of your apartment is due with the last month's rent, the amount of which depends on the size of the apartment. Please refer to your reservation form for the amount.

## Fire department

Please dial "0" on the hallway phones first. Emergency call: 112

In case of fire, please also inform the guesthouse management immediately.

## Fire extinguisher

Fire extinguishers are located in the stairwell on each floor. For the exact location of the fire extinguisher closest to you, please refer to the escape route map in your apartment.

## Front door

The front door has a self-locking panic lock. It can be opened from the inside using the rotating door knob and from the outside only with a key or the door code. If the door falls into the lock, it locks automatically. For security reasons, there is therefore no buzzer to open the front door from the flat. To let visitors in, please go to the front door yourself. For your own safety and that of your neighbors, we urge you not to let anyone into the house who is not personally known to you.

## History of the guest house

On the website of the UHH Guest House you will find articles on the eventful history of our house, the "Metamorphoses of a Hostel" by Prof. em Dr Wolfgang Walter, as well as the "Update 2003-2013" by Prof. em Dr Jobst B. Mielck.

## Holidays

Public holidays in Hamburg (guest house office, stores, banks and offices closed):

New Year, *January 1*  
Good Friday, *Friday before Easter*  
Easter, *Sunday and Monday*  
May Day, *May 1*  
Ascension Day, *6th Thursday after Easter*  
Whitsun, *Sunday and Monday*  
German Unity Day, *October 3*  
Reformation Day, *October 31*  
Christmas, *December 25 and 26*

## House rules

As a resident or visitor of the guest house, you are obliged to follow the house rules enclosed with this folder. Please be considerate of your fellow residents and treat the house and its furnishings with care.

## Intercom system in your apartment

Handset = "Listen  
lowest button = "Speak

The buzzer function is switched off for security reasons. Please go to the front door if you want to let visitors in. And please only let people you know into the house.

## Internet

As a guest researcher at the University of Hamburg or as a resident of the guest house, you have the possibility to apply for internet access at the university's computer center (RRZ). You can obtain the necessary project application from the RRZ office, Schlüterstraße 70 (Uni-Plan building no. 52).

Internet can be received in the guest house via LAN connection and WirelessLan (W-Lan). The necessary access to be able to dial into the internet is available in the apartment upon arrival. (see further information under Computers)

Internet workstations are also provided by the State and University Library.

## Invoices

The monthly invoice for your apartment is issued in advance and is payable within 10 days. You will find the invoice in your mailbox at the beginning of the month.

## Keys

We ask you to take special care of your keys, as any loss is a security risk and will incur costs. Please do not forget to return your keys to the office before you leave.

## Key service

If you lose your keys or lock yourself out, please always try to contact the guest house management or one of our caretakers first (see "Important telephone numbers" opposite the lift on each floor and in the foyer in front of the letterbox system). Do not act rashly and never break down the house or flat door. If our staff are not available, please contact the following locksmith service:

<https://www.schlusseldienst-hamburg.de/>

Attention: The emergency locksmith service is very expensive! Consider whether you can get into your flat by other means.

## Laundry room

The in-house laundry room is located in the basement of the guest house. To do your laundry, leave the house and turn right to the cellar stairs. The cellar door can be opened with your front door key, the laundry room door is the steel door straight ahead. You will need approx. € 0.50 for the 30-minute washing process. Depending on the programs, the load can cost between € 1.50 and € 2.00. Please only use 50 cent coins, which you can exchange for cash at our office.

## Lectures

The Foundation for World Science regularly organizes discussion evenings and lectures in the guest house, to which we cordially invite you. If you are interested in organizing a talk evening yourself with your special field of interest, please contact the management of the guest house. As a resident of the guest house, you are also invited to lectures by other organizers, which are held in the social rooms of the house.

## Light

Please always switch off the light when leaving your apartment.

## Lost and Found

<https://www.hamburg.de/fundbuero/>

## Mailbox

The key to your mailbox was handed to you upon arrival. The mailbox is located in the foyer on the right behind the elevator. This is where you will receive your mail and messages from the house.

## Office

The guesthouse office is your central contact point for questions, suggestions and requests. You can reach the office by phone at:

+49 (40) 414006-0 or by e-mail: [gaestehaus@uni-hamburg.de](mailto:gaestehaus@uni-hamburg.de).

Opening hours:

Monday to Friday 8.30 a.m.-1 p.m.

The office is closed on weekends and public holidays.

## Parking

There are no parking spaces available at the guest house. However, you are welcome to inform them at the residents' car park:

<https://www.hamburg.de/lbv-parken/5887158/bewohnerparkausweis/>

## Pharmacies

<https://www.apo-rot-apotheke.de/apo-rot-apotheken/apo-rot-apotheke-am-rothenbaum-hamburg>

Pharmacy Emergency Services: 22 8 33

## Police

Please always dial "0" first from the hallway phones

Emergency call 110

Responsible for Rothenbaumchaussee 34

Police Department PK 17

Sedan Street 28

20146 Hamburg

Phone +49 (40) 428 65-1710

[Pk17@polizei.hamburg.de](mailto:Pk17@polizei.hamburg.de)

## Post

Unser Markt

(the friendly market with delivery service)

Has a post office <https://unser-markt.eatbu.com/?lang=de>

## Registration and housing provider confirmation

Your host institution may require you to register officially upon arrival and to deregister at the end of your stay. Please refer to the enclosed information sheet "Registration and Accommodation Provider Confirmation".

## Repairs

Smaller repairs in your apartment, in the corridors and in the staircase are done by the janitors, they are usually in the house once a week.

## Shopping

Shopping facilities for groceries, drugstore supplies, stationery, gifts, etc. in the university district are within walking distance (Grindelallee / Grindelhof / Schlüterstrasse area). The city center can also be reached on foot (via Dammtor, direction Gänsemarkt) or by S-Bahn (direction Hauptbahnhof). Bus No. 5 or No. 4 from Dammtor goes to the main station via Rathausmarkt. The stores in the city center as well as some stores in the university district (for example the Spar supermarket at Hallerstraße / Rothenbaumchaussee) are open until 8 p.m., on Saturdays partly until 8 p.m.. Stores are generally closed on Sundays and public holidays (exception: the Wandelhalle in the Hauptbahnhof and Dammtor Bahnhof).

## Social rooms

For your own events or meetings, the club rooms and the lecture room on the first floor are available to you free of charge, provided they are not rented to other organizers. We will be happy to show you the rooms at any time. Please direct your requests to the office.

## Smoking

We kindly point out that the guest house is a non-smoking zone.

## Taxi

Hansa Funktaxi  
Tel. +49 (40) 211 211  
Tel. +49 (40) 22 11 22

Das Taxi  
Funktaxi Hamburg  
Tel. +49 (40) 66 11 66

Taxi Hamburg  
Tel. +49 (40) 66 66 66

## The Oxford English Dictionary

Available for your review in the clubrooms.

## Towels

Your towels will be changed once a week by the cleaning staff.

## Train station

Dammtor railway station is only a 5-minute walk away. Deutsche Bahn AG trains as well as the S-Bahn and U-Bahn (Stephansplatz) run from there. Timetable information, <https://www.hvv.de/de/service/fragen-und-antworten/fahrplanauskunft-plaene> Ticket sales at the station.

## TV

You can choose from over 60 international digital TV programs in the guest house. You will find a programme overview in each flat.

## Umbrella

The umbrella is at your disposal during your stay. If you like it, you can buy it for € 15,00 in our office.

## University

You can find a map of the university here:

<https://www.google.com/search?client=firefox-b-d&q=lageplan+of+UHH>

The guest house is located in the immediate vicinity of the campus. It has the building number 40. The university's course catalogue is a treasure trove of information about the university administration, institutes, libraries, courses and much more

<https://www.uni-hamburg.de/campuscenter/studienorganisation/semesterstart/vorlesungsverzeichnisse.html>

## Utilities

Utilities such as toilet paper, washing-up liquid and rubbish bags are provided once in your flat.

## **Visitor**

In the larger flats (from 30 square meters) you have the option of accommodating a visitor. Please inform the house office of the guest's arrival and length of stay. You will then receive additional bed linen and towels. Please refer to your reservation form for the price of an extra bed.

## **Waste separation**

Since 1 February 1999, waste has been separated, collected and disposed of in the guest house. For details, please refer to the labelling on the waste containers. We ask you to take part in the waste separation for the sake of the environment. And please always take your waste to the rubbish bins or the bottle bank yourself. These are located to the left of the guest house as you leave the front door, along the driveway.

## **Weekly market**

Every Thursday from 8.30-14.00 there is a weekly market in Turmweg. Every Saturday from 8.00-13.00 there is another market at Rothenbaumchaussee 64, directly in front of the MARKK Museum. You can buy fresh food, flowers and much more there. It's well worth a visit.