

# House Regulations

## Alcohol and Tobacco

With respect to the school's sponsoring organization, students are expected to comply with the practical commitments of the Church of God in regard to the use of alcoholic beverages, tobacco, and habit-forming or hallucinatory drugs. Complete abstinence is the policy on the ETS campus and is recommended while off-campus as well.

## Emergencies

The dormitory supervisor or First-aid must be notified in cases of emergencies. If the dormitory supervisor or First-aid is not available, another staff person must be notified. Emergency telephone numbers and numbers for medical assistance are posted on the whiteboard in the entrance area. First-aid supplies are available from the box in the mailroom.

## Fire Safety

Open flames, such as candles, are not permitted in the dormitory or lounge areas. Fireworks are prohibited. Fire extinguishers are readily accessible on each floor of the building. Students should familiarize themselves with the fire escapes in case of emergency. A fire drill may be carried out without warning. In the event of a fire, all students and staff must evacuate the building immediately and assemble in the parking lot or on the field by the chapel.

## Food and Beverages

Food and beverages are NOT allowed to be brought into the following areas:

1. Classrooms
2. Reading room
3. Chapel
4. Library

All meals are to be eaten inside the dining room; food from the dining room may only be taken to a student's room if the student is sick or had an eligible reason not to be at the meal.

Dishes and cutlery may NOT be taken from the dining room.

Water and coffee may be taken, but only in closable cups or bottles.

## Furniture and Equipment

Any damages to school property must be reported to the maintenance supervisor without delay. Damages resulting from carelessness or willful neglect will be charged to the student.

## House Security

The main doors are open during school hours and are locked in the evening. All resident students' room keys also open the house entrance. These keys are obtained by paying a deposit of €50 for the key and the room. At the end of each academic year, the deposit will be refunded if the key is returned and the room is in order.

## Internet-Access

Internet access is available throughout the campus. Students are expected to use the internet in a godlike manner. Students are liable for any consequences of their internet use (illegal downloads or similar).

## Kitchen

The kitchen may only be entered by staff or people assigned to a specific kitchen task. Students are prohibited from entering the kitchen to get something out of it. Only authorized people are allowed to manage the kitchen and the items therein.

## Leisure Time Activities

Students are expected to observe the biblical standards of holiness, in accordance with Philippians 4:8, in their choice of videos and DVDs, music, reading material, and computer/video games in their leisure time.

## Mail

Personal mail should be addressed as follows:

Student Name  
European Theological Seminary

Rippoldsauer Str. 50  
72250 Freudenstadt-Kniebis  
Germany

Individual mailboxes are provided for each student.

## Meals (Signing In and Out)

Resident students who do not want to participate in a meal during the week (Monday to Friday), must sign out by 9 a.m. on the day of the meal.

Resident students wishing to have meals during the weekend must sign in by 6:30 p.m. the day before the meal.

Students living outside the school may register for school meals but must sign in by 9 a.m. Those wishing to have meals at the school on the weekend are to sign up for the meals by 6:30 p.m. on Friday evening.

Those who have not signed up may still opt to participate in a meal (subject to immediate payment of the regular price for the meal, and subject to availability of food for the particular meal, as determined by the responsible member of the kitchen staff) and may then immediately sign up for any remaining meals for the weekend.

Furthermore, to prevent waste, students should only sign up for meals that they actually intend to partake in. If known in advance that a student will miss a meal because of church activities, another student is allowed to prepare a plate, put the student's name on it, and set it aside.

## Opening Hours of the Dining Room

The dining room is only open during mealtimes and coffee breaks. For reasons of hygiene, the dining room may not be used as a lounge outside those times.

## Quiet Time

Quiet time hours are enforced for all persons in the house from 10 p.m. to 7 a.m.

## School Secretary

The school secretary's office is open during the posted opening hours.

## School Vehicles

At the beginning of each school year, the maintenance supervisor will test drivers and approve those who may drive the school vehicles. This includes using the school vans for private use. Those using a school vehicle for private use must return to campus by 10 p.m. Any exception must be approved by the maintenance supervisor. Further information concerning usage, insurance, etc., will be given to the approved drivers by the maintenance supervisor.

## Student Center

The student center is available for students until 10 p.m. (midnight on Friday and Saturday). A kitchenette with a counter, refrigerator, and electric oven is accessible to the students; however, the area must be left clean after use. The student center occasionally serves as a classroom or for special events and should not be entered during those times.

## Student Labor

Cooperation in doing house chores is expected from every student. The various duties will be assigned at the beginning of the semester by the school administration and posted on the bulletin board. Please note the following guidelines:

1. On-campus students work an average of 6 hours each week without remuneration, and off-campus students 4 hours.
2. The beginning and end of work times must be reported to the responsible member of staff.
3. Students must observe correct safety procedures when engaged in their respective chores.
4. Assigned duties should be carried out during the scheduled times.

## Study Time

Set study time hours in the evening are 7 p.m. to 10 p.m. (Monday–Thursday) and are enforced so that the dormitories will be quiet during these hours.

## Telephone

Dormitory phone numbers are as follows: +7442 4905 xx (xx = room number). Mobile phones should be turned off during all classroom and chapel times. Only in emergencies should calls be received after 11 p.m.

## Utilities

Private heating units are not allowed since individual heating is provided in each room. Radiators must not be turned up higher than “3”. Three times per day, the window must be fully opened for between 3 to 5 minutes and then closed, to prevent mold from forming. Cooking units, except kettles and coffee machines, are not permitted in individual rooms. Students are not permitted to tamper with any of the central heating and electrical controls, including fuse boxes unless instructed to do so by the maintenance supervisor.

## Utility Rooms

The utility rooms in the school building, like the kitchen, storage or furnace rooms, and garage, are off-limits to students except when their assigned duties require them to be there. Tools or other school-owned or private implements may not be taken from these areas.

## Weapons

Students are not allowed to have on campus any type of weapon that could bring bodily harm to others. Please refer to the guidelines of the German Federal Ministry of the Interior Weapons Act, which can be accessed at the following link: [http://www.gesetze-im-](http://www.gesetze-im-internet.de/englisch_waffg/englisch_waffg.html#p0014)

[internet.de/englisch\\_waffg/englisch\\_waffg.html#p0014](http://www.gesetze-im-internet.de/englisch_waffg/englisch_waffg.html#p0014)

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