

# 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 can be found in the First Aid folder located in the postbox room. First Aid supplies are also available in the postbox room.

## Fire Safety

Open flames, such as candles, are not permitted in the dormitory or lounge areas. Fireworks are strictly 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 without taking any belongings. The assembly point is in the parking lot.

## Food and Beverages

Food and beverages are not permitted in 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 grounds and maintenance manager without delay. The student will be charged for damages resulting from carelessness or wilful neglect.

## 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 godly 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 movies, 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 who live outside the school can participate in school meals, but must register for the corresponding meals by 9:00 a.m. on weekdays and by 6:30 p.m. on the previous day on weekends.

Those who have not signed in in advance 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 as determined by the responsible member of the kitchen staff).

Furthermore, to prevent waste, students should only sign in 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 hygiene reasons, the dining room may not be used as a common room 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 grounds and maintenance manager will test drivers and approve those who may drive the school vehicles for school or private use. No one is allowed to drive school vehicles without permission.

Those using a school vehicle for private use must return to campus by 10 p.m. Any exception must be approved by the house manager.

Further information concerning usage, insurance, etc., will be given to the approved drivers by the grounds and maintenance manager.

## Student Center

The Student Center is available for students until 10 p.m. (1 a.m. on Saturday and Sunday). 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 may occasionally be used as a classroom or for special events and should not be entered during those times.

## Student Work Hour

Every student is required to contribute to the school community by assisting with house chores. The various duties will be assigned at the beginning of the semester by the dormitory supervisor 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. Students must observe correct safety procedures when engaged in their respective chores.
3. Assigned duties should be carried out during the scheduled times.
4. If you finish your work early, you must inform the supervisor responsible and you may be required to do additional tasks.

## 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 10 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 grounds and maintenance manager.

# 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

Weapons in any form are strictly forbidden on campus.

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