

This is a translation of the German version of the document.  
The German document is the legally binding document.

Ecological Research Station Rees Regi

form

Name:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ E-Mail: \_\_\_\_\_

I wish to visit the station from \_\_\_\_\_ to \_\_\_\_\_

with \_\_\_\_\_ persons

Reason for the stay:

- Teaching - please specify the event:
- Research and retreat - please specify research objective, project etc:

.....

\_\_\_\_\_

Note:

- Research on behalf of companies (contract research) does not entitle the holder to residence.
- A stay is possible for guest researchers working within the framework of research cooperations.

Payment:

Please enter me as a customer in the university's SAP system and then issue an outgoing invoice to the following billing address:

\_\_\_\_\_

**please turn!**



## Rules to be observed during your stay at the Rees Ecological Research Station:

- a) Bookings should be made as early as possible, but no later than 4 weeks before arrival. A definitive reservation will only be made after receipt of this form.
- b) Arrival and departure is only possible between 9:00 am and 4:00 pm. The exact time must be agreed with the janitor, Mr. Christoph Schiavo, by e-mail ([christoph.schiavo@uni-koeln.de](mailto:christoph.schiavo@uni-koeln.de)) at least one week in advance. As Mr. Schiavo does not live in the immediate vicinity, the agreed appointment must be kept.
- c) Upon arrival at the station, the authorization form must be presented to Mr. Schiavo. Mr. Schiavo will then issue the corresponding keys and brief the group. All group members must be present at the briefing.
- d) A quiet night must be guaranteed in the station from 11 pm.
- e) The windows on the first floor are secured with locking olives. Please ensure that these are always closed when leaving the ward and that the emergency exits are not accessible from outside.
- f) Before leaving the ward for good, all rooms used must be cleaned and the properly separated waste disposed of. No food may be left in the rooms of the ward, not even in the kitchen.
- g) Any damage that occurs or is discovered must be reported to Mr. Schiavo or Dr. Scharnweber immediately.

Cancellations of reservations should be made at least two weeks before the planned arrival date. In the event of a later cancellation or no-show, 20% of the planned accommodation fee will remain payable.

- h) I have read the enclosed house rules and accept them.

---

Place, date

---

Signature

please send to the ward manager:

Ecological Research Station Rees, Dr. Kristin Scharnweber,  
Dores-Albrecht-Str. 12, 46459 Rees-Bienen

Or by e-mail to [kristin.scharnweber@uni-koeln.de](mailto:kristin.scharnweber@uni-koeln.de)

Conditions and costs for the use of the premises of the Ecological  
Research Station Rees (ÖFR)

1. For the use of the rooms and the inventory of the ÖFR as well as the provision of bed linen, fees are charged according to the following table. The costs shown include all ancillary costs and will be invoiced by the University of Cologne at the end of the stay.

2. User groups (prices per person and night):

A.	Students and employees of the University of Cologne during official activities	No fee
B.	Other members and members of universities in the context of official duties Activities	12,50 €

3. The head of the course or research project or the signatory of the registration form is responsible for the use of the building. The signatory is liable for culpable damage to the building and facilities, including inventory. In the case of group events, the director or the signatory of the registration form is liable if he/she fails to identify the person causing the damage. In the event of a gross violation of the house rules, the persons concerned may be temporarily or permanently banned from using the station.

4. The costs must be transferred to the account specified on the invoice within 4 weeks of the invoice being issued. The timeliness of the payment depends on the receipt of the money.

HOUSE RULES  
for the Ecological Research Station Rees  
Rees-Bienen from 1.1.2024

The building of the Rees Ecological Research Station is used by the facilities of the Faculty of Mathematics and Natural Sciences of the University of Cologne to fulfill its teaching and research tasks. It can also be used for official purposes by other universities and research institutions.

The top priority for use is the special obligation to treat the building and its facilities, including the inventory, with care.

In particular, the following should be noted:

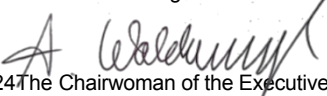
1. The standard of the station and the station premises corresponds to its function as a place of research and teaching and cannot be compared with that of a commercial accommodation facility. Special hazards, e.g. due to equipment or chemicals, may arise from the operation of the station, which all users must take into account through appropriate care and, if necessary, supervision. The overnight stay of unregistered persons in the station is expressly prohibited.
2. The station and its users represent the University of Cologne. Special care must therefore be taken to avoid any actions that could damage the public image of the University.
3. The stay must be registered at least 4 weeks before the start of the stay. The registration must be confirmed by the research station.
4. The premises are available in particular to members and affiliates of the University of Cologne for research and teaching. If capacity permits, use by other universities for research and teaching purposes is also permitted.
5. The rooms may not be made available for commercial, private or political activities. Provision for the purpose of contract research is also not possible.
6. Visitors are only permitted to stay at the station upon presentation of written proof of authorization, which is issued by the station manager Dr. Kristin Scharnweber, Institute of Zoology, Dores-Albrecht-Str. 12, 46459 Rees-Bienen, Tel: 02851 8575, kristin.scharnweber@uni-koeln.de.
7. The instructions of the ward management and the janitors, Mr. Christoph Schiavo and Ms. Iris Schiavo, must be followed.
8. Arrivals and departures are generally only possible on weekdays between 9:00 am and 4:00 pm. The

The exact time must be agreed with Mr. Schiavo by e-mail (christoph.schiavo@uni-koeln.de). As Mr. Schiavo does not live in the immediate vicinity, the agreed appointment must be kept!

9. At the start of the visit, the house management will provide instructions and issue the necessary keys against receipt. At the end of the visit, the ward must be handed over in proper condition and the keys must be returned. Any damage must be reported immediately to the property management or the ward manager. The building is equipped with a locking system. The signatory is liable if a key is lost!
10. The station is a self-catering house. Bed linen and tea towels are provided. Overnight stays are only permitted in the designated rooms. Camping and lighting campfires on the station grounds are prohibited.
11. Night-time rest must be guaranteed in the ward from 11 pm. Particularly if several groups are present, it should be noted that the special requirements arising from the use of the building for teaching and research purposes may also necessitate an earlier bedtime (e.g. work program, time of low tide in the early morning, etc.). The ward is located in a residential area. The neighborhood of the building must not be disturbed.
12. Cleanliness and tidiness must be ensured in the rooms of the station. Waste separation in the Kleve district must be observed! At the end of the visit, all rooms used must be swept clean. No food may be left in the rooms of the ward, not even in the kitchen.
13. The station is located on the edge of the Bienener-Altrhein nature reserve. The area between the dyke and the Old Rhine to the west of the station is already part of the nature reserve and may not be entered without a special permit from the Kleve district ULB.
14. The head of the course or research project or the signatory of the registration form is responsible for compliance with these house rules. The signatory is liable for culpable damage to the building and facilities, including inventory. In the case of group events, the director or the signatory of the registration form is liable if he/she fails to identify the person causing the damage. In the event of a gross violation of the house rules, the persons concerned may be banned from using the station either temporarily or permanently.

Issued on the basis of the resolution of the Executive Board of the Rees Ecological Research Station dated 31.03.2024.

Cologne, 31.03.

  
2024 The Chairwoman of the Executive Board  
Prof. Dr. Ann-Marie. Waldvogel