

## **Property Rules**

(for the property "Platz der Luftbrücke" 4-6)  
(grounds and buildings of the former Tempelhof Airport)

### 1. Preamble

The tenants and users of the property "Platz der Luftbrücke" 4-6 (grounds and buildings of the former Tempelhof Airport, hereafter referred to as "The Premises") should not only want to frequent The Premises, but should also find it to be clean and run properly. It is for this reason that the Rules have been created. The Property Rules establish rules for using The Premises and they take care of the relationship between tenants and other users of The Premises, which in particular, include the employees of the various resident authorities and businesses. Because of the consideration required from the various users of The Premises towards one another, the following rules are binding for them:

### 2. Use of The Premises

#### 2.1 General

Rented rooms and rental areas as well as rooms and areas intended for communal use, in addition to facilities and utilities must be well looked after and treated with care.

#### 2.2 Cooking

Cooking or heating up of meals, beverages or water is only permitted in the communal rooms and areas designated for this purpose.

#### 2.3 Vending machines

Vending machines in or on communally used rooms or areas are run by the owner of The Premises or the tenant.

#### 2.4 Partition walls

In so far as partition walls are made from metals or synthetic materials, no holes can be drilled or hammered into them.

## 2.5 Storage

Essentially tenants do not have the right to store items or set up any objects in areas outside of rented rooms or any other rental areas. Setting up of any conceivable object or storage of any conceivable item (for example goods, combustibles, packaging, vehicles etc.) outside of rented rooms or rental areas – particularly in communal areas – is not permitted. Official restrictions in this regard must be observed. Exceptions will only be made when unavoidable, such as making it possible for a tenant to run his business, but every case has to be dealt with individually with the owner of The Premises/landlord.

## 2.6 Lifts

The lift facilities must be used with great care. In the case of disruptions the owner of The Premises/the landlord must be notified without delay.

## 2.7 Canalisation of sewerage

With regard to the canalisation of sewerage, the existing statutory provisions, official regulations and restrictions must be upheld.

## 2.8 Cleaning, cleanliness and orderliness

Tenants and other users of The Premises must see to it that the communal rooms and areas do not become dirty unnecessarily. Should access roads, pedestrian paths, communal rooms or as the case may be, become excessively dirty from tenants or other users, their employees or sub-contractors, representatives, clients, delivery people or visitors, then it is the responsibility of the tenant or user concerned to initiate the required clean-up operation on his/her own expense.

Unnecessary sounds, vibrations or irritations caused by noise or unpleasant smells are to be avoided.

## 2.9 Garbage disposal

The rental property and/or any other rooms and areas used must be kept free of vermin. Waste and refuse must be disposed of without delay and must not be allowed to accumulate or be stored in the individual rental/user areas.

Domestic refuse or recyclable household-type waste can only be emptied into the containers provided. The sorting facilities must be made use of. Especially recyclables that have already been sorted must not be mixed with other refuse making them unusable for recycling. The storage on the

property of private refuse or ridding oneself of private refuse in wastebaskets, bins or waste containers found on the property is not permitted. Illegally disposed of refuse will be reported and it will be the perpetrator's responsibility to remove it. Costs incurred as a result of improper waste disposal – such as sorting costs for example – will be for the perpetrator's account by the same token. Items that can lead to blockages may not be disposed of in basins, sinks and toilets.

### 3. Building security

#### 3.1 Opening times

In so far as the tenant or other user enters or leaves The Premises outside its regular opening times, he/she is responsible for locking up properly and switching off the lights.

Should it is not be possible for the tenant or other user to lock up properly and switch off the lights, he/she must advise the safety and security control centre (Telephone number 6951 – 3627) and the designated facility management service provider who has been appointed by the owner of The Premises/landlord, of this without delay.

#### 3.2 Parking

The client parking bays on The Premises are reserved for clients of the owner of The Premises/landlord, clients of tenants and clients of other users. Personnel on The Premises may only park in the areas designated for them.

The traffic regulations applicable to the parking areas must be upheld. The traffic regulations laid down by law are applicable to all access roads.

#### 3.3 Areas that must be kept clear

Rescue routes, fire brigade access, access roads, deployment and mobilisation areas for police, fire brigade and rescue services emergency vehicles, as well as access points to buildings and communal facilities must be kept clear at all times. Temporarily leaving items unattended, especially parking motorbikes, scooters, bicycles and prams in the pedestrian area in front of The Premises, in the courtyard, on the parking garage access ramp, in the passages, in the cellar, on the staircase and other general traffic or communal areas is not permitted without prior permission from the owner of The Premises/landlord.

Any form of hawking, camping or putting up of tents is prohibited on the entire premises.

#### 3.4 Emergency exits and stairs

Emergency exits and stairs may only be used in the case of an emergency and must be kept clear at all times.

#### 3.5 Official regulations

All general technical and official regulations must be adhered to, especially those relating to building inspection and supervision authorities, the police and fire brigade.

#### 3.6 Disruptions

Disruptions occurring in gas, irrigation and drainage plants, electrical and other installations, or blockages of gas and drainage plants etc. must be reported to the technical control centre (Telephone number 6951 – 2600) and to the facility management service provider without delay, or to the technical control centre and the owner of The Premises/landlord.

### 4. Heating, windows, lighting etc.

#### 4.1 Heating

During heating periods doors and windows must be kept firmly closed. Airing of rooms must be kept to a minimum.

Tenants and other users of The Premises are not permitted to operate the radiators in public thoroughfares.

In the event of frost risk, the radiator on The Premises may not be switched off, while The Premises' remaining water and sewerage pipes and those of any other rooms and areas used must be adequately protected from freezing.

#### 4.2 Water and lighting

Any unnecessary use of water or lighting in communal areas of the building must be avoided.

Floors must be kept dry. This is applicable especially to water dispensing areas and cisterns. With the encroaching cold it is up to the tenant or user

to take preventative measures against the freezing up of water pipes. In particular he/she must take responsibility for closing the windows in question, protecting supply pipes from the cold and maintaining the required minimum temperature.

#### 5. Supplies and deliveries

Supply routes for goods deliveries are determined by the landlord in agreement with tenants and other users based on the location of the offices. Tenants and other users are obliged to inform their drivers and suppliers of the arrangement. The delivery and carriage of goods must take place exclusively using the predetermined supply routes to the storage areas, or alternatively directly to the offices of the tenants and other users.

The delivery of goods must occur within the shortest possible timeframe and any inconvenience or disturbance caused to other tenants and users must be kept to an absolute minimum. Tenants and other users are obliged to make provision for an ample number of personnel to ensure that the delivery of goods takes place in the shortest timeframe possible and with any unavoidable disruptions kept to an absolute minimum.

When parking delivery vehicles, traffic obstructions must be avoided at all costs. Access points for the fire brigade, police and emergency services rescue and emergency vehicles must be kept clear of vehicles and goods. Delivered goods may not be offloaded or temporarily stored in communal areas or public traffic areas.

#### 6. Changes and amendments

The owner of The Premises/landlord has the right to change or amend the provisions contained in the Property Rules for The Premises, in so far as he deems this necessary for technical, organisational or any other operational reasons. New and additional obligations cannot be created for tenants or other users as a result of this.