

## HOUSE RULES

### 1. Coexistence

Coexistence for a period of two weeks in a multicultural and international community requires the willingness of everyone to observe the necessary rules and regulations and to adopt an attitude of mutual respect, concern and tolerance.

We expect proper and reasonable behaviour from our students within as well as outside the premises of Sonnenberg. It must be taken into consideration that the age spectrum of our students from 11 to 21 is very broad and that student's needs and requirements differ accordingly.

### 2. Care and Supervision

Astona engages a housefather (also referred to hereafter as supervisor) for the duration of the summer academy. He promotes the smooth functioning of daily life and supports the students in all aspects of communal life. He is authorised to issue directives.

In musical and pedagogical areas the directors and the faculty members are in charge, supported by the supervisor.

### 3. Living

Sonnenberg provides living groups with single rooms, which are fully furnished. Furniture may not be moved and nothing may be pinned on the walls.

The allocation of the private rooms takes into account the wishes of students as far as possible. Male and female students reside on separate living groups. The single rooms cannot be locked.

There are common rooms where students can meet and relax.

A visitor badge is given to all participants. This identifies them as authorised persons on the premises and serves as a key for the allocated living groups.

Before departure, the room conditions are checked by the supervisor and the Head of Infrastructure of Sonnenberg.

### 4. Private sphere

Rooms are the private sphere of the students and will be treated accordingly by the supervisor. For purposes of controls, the rooms may be entered during the absence of the inhabitants. The contents of closets, drawers and suitcases will be inspected only in cases of direct suspicion and only in the presence of the inhabitants.

### 5. Order and Cleanliness

Students are responsible for order and cleanliness in their rooms. After breakfast the rooms must be put in order to facilitate the work of the cleaning personell from Sonnenberg. When leaving the rooms, students must remember to close windows. The supervisor will be making spot checks from time to time.

We expect our students to treat the entire area with care and respect. All costs for damages incurred, both willfully or accidentally, will be charged to the students.

### 6. Clothing and Hygiene

Students are expected to wear appropriate clothing and to care for the regular change and washing of their clothes as well as for their personal hygiene. Ample shower and washing facilities are avail-able. The supervisor will intervene should he feel it necessary to correct or improve a student's attire and/or hygiene.

## **7. Fire Regulations**

Sonnenberg is equipped with a fire alarm system. Any lighting of candles, incense or other open fire sources is prohibited in all rooms for fire safety reasons. Instructions for use in the event of a fire alarm are located in all rooms. The use of fire extinguishing equipment is expressly permitted only in the event of fire. Triggering a false alarm can result in costs of up to CHF 1'000.

## **8. Meals**

Students are required to eat their meals in the dining room. Presence at breakfast is obligatory. No food may be taken from the kitchen for consumption in student's private rooms. Mealtimes provide an opportunity for personal contact. Faculty members take their meals in the dining room as well.

### **Schedule of Meals**

|               |                     |
|---------------|---------------------|
| Breakfast     | 07.00 - 08.00       |
| Morning Break | between the lessons |
| Midday Meal   | 12.30 - 13.00       |
| Evening Meal  | 18.45 - 19.15       |

Sonnenberg and Astona take it upon themselves to provide generous and balanced meals. The midday meal consists generally of a first course, a main course and a dessert, the evening meal of a first course and a main course. Vegetarian and/or vegan meals are prepared daily.

The kitchen is equipped to provide for those with allergies such as gluten or lactose intolerance. Students must inform the kitchen of any such special requirements. Diets incur extra costs.

Throughout the day are fresh fruit, bread, coffee, tea and other drinks.

### **Schedule of the second Sunday (excursion day)**

|              |               |
|--------------|---------------|
| Breakfast    | 07.30 - 08.30 |
| Midday Meal  | packed lunch  |
| Evening Meal | 18.45 - 19.15 |

### **Meals on arrival and departure days**

|               |              |
|---------------|--------------|
| Arrival Day   | Evening Meal |
| Departure Day | Breakfast    |

On departure day, students, parents and guests have the possibility of obtaining a packed lunch against payment. The order for this must be submitted to the supervisor 4 days before departure (August 2).

## **9. Illness**

In the case of illness or injury, the supervisor cares for the individual and facilitate visits to the doctor, the dentist or the hospital. If deemed necessary, the parents will be informed and consulted.

Medical bills are charged to the students. If they are not able to pay in cash, the invoice will be handed out at the end of the summer academy. In Switzerland, medical costs are not covered by the state. It is advisable to take out an insurance policy for illness and accident and if possible to bring along the identity card from the insurance company.

## **10. Free Time / Activities**

In the daily schedule there is a block of free time scheduled after the midday meal and after the house concerts or the orchestra rehearsals. These times are to be used mainly for relaxation and recreation.

The evening hours are occupied with rehearsals, concerts or assemblies. For those not participating in these, their time is at their own disposal.

The main buildings, the indoor and outdoor facilities are available for recreational use. The use of other buildings is not permitted during leisure time.

Students 18 years and over may leave the Sonnenberg area during free time. Permission to leave the area must be obtained from the coordinator. For reasons of safety, students may not be underway alone, but in groups of at least two, preferably three persons.

Swimming in Lake Zug is not permitted under any circumstances for safety reasons.

The second Sunday is a compulsory excursion day for everyone. The travel costs and a packed lunch are paid by Astona. Other costs incurred will be paid by the students.

The attendance at church services is possible and can be discussed with the supervisor.

### **11. Cleaning / Laundry**

Bedding and towels will be provided for the students. The living quarters will be cleaned three times. Towels can be washed on these days as well. Clean linen will be provided on the same days.

If required, personal laundry can be washed and dried for a fee. All items of clothing must be labelled for this purpose. Fee for the laundry: CHF 9.00 per kilogram.

### **12. Valuables**

Students are responsible for their own money, valuables and documents. They can give these to the supervisors for safe keeping if they so wish. Astona and Sonnenberg assume no responsibility for stolen items.

### **13. Pocket Money**

Pocket money is the personal responsibility of the student. Since the costs for food and lodging are included in the course fee, pocket money is only needed for free time activities or personal items. CHF 30 per week should be enough.

### **14. Special Regulations**

#### **a) Observance of Swiss law**

Students are obliged to observe the laws of Switzerland.

#### **b) Discrimination**

Students, faculty and staff members of Astona have the right to the protection of their personal integrity. Discriminatory behaviour of any kind (gender, religion, race, age) is not permitted.

#### **c) Internet, Mobile Phones**

WiFi is available at Sonnenberg. The internet policy of Sonnenberg expects an ethical and reasonable use of these facilities.

#### **d) Private lessons and rehearsals**

Students must be punctual, appearing on time and ready to play at lessons and rehearsals. Lessons which are missed will not be made up. The making up of lessons missed due to illness or injury will be discussed on an individual basis. Disciplinary measures will be taken in the case of students who are repeatedly tardy for lessons and rehearsals.

#### **e) Alcohol**

The possession and consumption of alcoholic beverages on the area of Sonnenberg is strictly forbidden.

For the consumption of alcohol outside the area, Swiss law applies: Students over 16 are permitted to consume light alcoholic beverages (beer, wine, cider, but no alcopops). Proof of age (passport, identity card, driver's license) in some cases must be presented upon request.

Students over 18 must behave as reasonable adults and observe the local regulations. The legal limit of alcohol in the blood is set at maximum 0.5 Promille.

Any kind of violence or vandalism will be met by the police and by immediate expulsion from the academy.

#### **f) Smoking**

Smoking is forbidden on the entire area of Sonnenberg with the exception of designated smoking areas. Students over 16 may smoke only in the designated areas.

#### **g) Drugs**

Students are strictly forbidden to use drugs.

#### **i) Vehicles**

For safety reasons, students may not drive to or park their own vehicles at Sonnenberg. On arrival and departure days, this is allowed.

#### **j) Public transport**

Students must behave correctly and respectfully in the public transport. They will be held responsible for damage and dirt. Smoking in the bus is not permitted.

#### **k) Night time Curfews**

At 22.00 the curfew goes into effect, on Saturday at midnight. Consideration and cooperation are expected from all students-

Students may use the common rooms of the living groups on condition that other students are not disturbed while sleeping.

Students are required to remain quiet in their rooms. Refusal to comply with these regulations will be registered and brings reprisals and sanctions.

#### **l) Visits from room to room**

Visits in the rooms during the daytime are allowed. Supervisors must be allowed into the rooms at any time. From 22.00 no more social visits are permitted, neither in private rooms not in other living groups.

### **15. Procedures in cases of violation of the house rules and the special regulations**

The house rules constitute a guideline for a successful coexistence in Astona and are to be respected by all students. Swiss law must also be observed. Sanctions will result from violations of the course and the house rules as well as of Swiss law. Such sanctions will occur in the following cases:

- Consumption or possession of drug
- Consumption of alcohol in the area
- Smoking in areas other than the designated smoking areas
- Disregard of night time curfews
- Leaving the area without permission
- Refusal to cooperate with the instructions of the directors, the supervisor and the faculty members
- Failure to appear for lessons or rehearsals
- Damages willfully inflicted upon the buildings, infrastructure and personal possessions of students
- Theft

Sanctions will be determined by the degree of violation. Examples of sanctions include:

- Warning
- Written warning with a copy to parents
- Expulsion from the academy

In the case of expulsion, parents of students under 18 will be informed by Astona and are obliged to organise transportation home immediately at their own expense. Students under 18 will receive room and board at Sonnenberg until they are collected by their parents or their transportation is otherwise arranged, but they will no longer participate in any aspect of the academy. After they have left Sonnenberg, Astona assumes no further responsibility for these students.

Expelled students over 18 will be removed from Sonnenberg and will be lodged elsewhere at their own expense until they arrange their travel home. Astona assumes no further responsibility for these students. The parents will be informed by Astona.

In the case of expulsion, students and parents are responsible for any and all extra costs. No part of the course fee will be returned.

#### **16. Procedures in cases of sexual molestation or abuse**

Astona asks everyone to report any sexual misdemeanors they themselves experience or about which they have heard to the director immediately.

#### **17. Validity**

These house rules are valid from June 1, 2024 for an unspecified duration.