Europäische Akademie Otzenhausen

Valid April 2026

ACADEMY RULES

Welcome to the Europäische Akademie Otzenhausen (EAO). We are pleased that you have chosen to participate in one of our educational events or to stay as a guest at our institution.

In order to make your and other guests' stay at the Academy as pleasant as possible, we would like to familiarize you with some rules, which apply on our premises:

1. Arrival and departure

1.1 Check in and check out

Bedrooms can be occupied from 14.00 on the arrival day. Rooms must be vacated by 9.00 a.m. on the departure day, and room keys must be returned to the reception desk. In case a key is lost, we will charge a € 70.00 fee per item. We will be glad to keep your luggage in our luggage room until your departure.

1.2 Parking

We ask you to park only in the designated parking areas of the Europäische Akademie Otzenhausen. Emergency exits, escape routes and access roads for suppliers must always be kept clear.

2. Behavior at the Academy

We ask our guests to make sure that their behavior does not disturb or endanger others.

2.1 Use of the premises

We ask you to use our premises responsibly and to leave them in such a condition that our staff can clean them without major preparation work. Graffiti spraying and wall paintings are not allowed.

As a rule, pets are not allowed in our institution. An exception is made for guide dogs and therapy dogs.

2.2 Use of the equipment

We ask you to use the technical equipment and the games and game equipment we provide properly and carefully and would like to stress that their use is at the user's own risk.

2.3 Use of the fitness room

The fitness room in Building D is at your disposal from 07.00 a.m. to 00.00. We would like to stress that the use of the fitness room is at the user's own risk.

2.4 Smoking

Smoking is prohibited in all buildings. We ask you therefore to smoke only outside the buildings and use the ashtrays in front of the entrance areas.

2.5 Drinks on offer

You can buy drinks for your own requirements – to have a drink at an evening party or a bottle of water in your room etc. – at reasonable prices in our restaurant. Drinks can also be purchased at the Eurobistro and the drink dispensers of the Europäische Akademie Otzenhausen. There is also a drinking water dispenser with hot and cold water free of charge at your disposal in the basement of the Europaeum. A cold drink dispenser with non-alcoholic beverages is situated in the leisure area in Building D.

2.6. Drug and alcohol consumption

Regarding alcohol consumption, we would like to direct your attention to the German Youth Protection Act and expect participants to respect it (see notice in the relevant areas). We reserve the right to impose a complete ban on alcohol at your event if you are unable to ensure compliance with the Youth Protection Act.

Drugs, including cannabis products, are prohibited in all buildings and on the entire premises. The possession and consumption of illegal drugs will be reported, without exception, to the appropriate authorities.

2.7 Using the internet

All rooms, halls and foyers are equipped to ensure wireless internet access. We use WPA2 encryption for our WiFi network. You will be given the access password upon your arrival.

We would like to draw your attention to the fact that it is not permitted to download any copyrighted and/or unlawful files from the net. For security reasons all internet use is recorded.

2.8 Regulations for fire prevention

Open flames (candles, tea lights, sparklers, etc.) as well as the use of any pyrotechnic devices or other items and substances that pose a fire or explosion hazard are strictly prohibited in the buildings and on the grounds.

For the safety of our guests, our buildings are equipped with a modern fire alarm system. Sensitive smoke and fire detectors are installed in all rooms and halls. Any alarm raised will automatically lead to the intervention of fire fighters and the police. In case of an intervention caused by the failure to comply with the prohibition mentioned above or by the manipulation of the detecting equipment, the initiator of this intervention will be invoiced the subsequent costs (approximately € 1,200 for the fire brigade and the EAO facility management).

Fire extinguishers are located on every floor. Please note the signs. If a fire alarm is raised, please keep calm and use the marked escape routes to leave the building. Please proceed to the meeting point marked on the escape plans.

Please make sure that any technical devices or equipment you bring with you, including charging cables, connectors, etc., are in good condition (e.g., no visible cable breaks) to prevent a fire hazard.

2.9 Quiet hours at the Academy

Out of courtesy for the other guests and in line with German legislation, quiet hours must be observed from 10.00 p.m. to 07.00 a.m. in the rooms, halls, and entrance areas of the buildings and on the grounds. Participants may use the Eurobistro and the leisure area in Building D for informal meetings after the end of the seminar.

3. Safety

If, in urgent cases, you need to talk to an EAO representative out of opening hours of the reception desk, please dial the following phone number: +49 6873 662 499.
In a medical emergency or in case of fire, please immediately dial 112.

After the opening hours of the reception desk, the entrance doors of all buildings are locked.
You can gain access to the buildings and your room with your room key. Please make sure to always carry it with you.

4. Responsibility

Please note:

If a participant causes demonstrable damage to the Academy's property, he/she and/or the contractual partner will be held responsible for the damage, including losses sustained. Extra charges due to misconduct will also be charged (such as cleaning costs).

Cars are parked at their owners' risk; the Academy cannot be held responsible for any damage. This also applies to coatrooms, cash and any objects of value. Objects of value can be locked in the bedside table of all the bedrooms.

5. Violation of the Academy Rules

The facility management may refuse entry to any person who violated the Academy rules. In this case, the guest refused entry will be informed of the reason of the refusal.