

## House rules of the Posthuis

### Rental

Renting the Posthuis is done through the website. There, you can indicate the desired rental period and check the associated costs.

### Entering the Building

When you arrive at the Posthuis, there are two ways to gain access:

1. If NES71 is present, the main door will be open and you can enter the Posthuis directly.
2. If NES71 is not present, you can use the **Yale app** (instructions were provided in the email you received when applying for the rental) to open and lock the door within your rental time slot.

### Opening the Door via the Yale App

Opening via the app means launching the app on your phone. It will initially show a red circle. Tap the circle once; it will turn green, and you will hear the locks disengage. You may now enter.

### Items in the Storage Cabinet

In the central room downstairs, there is a large white cabinet. The materials stored in it are available for use. Please return everything clean. More on cleaning below.

### Kitchen Access for Renters

#### Fridge

The fridge can be locked. The key hangs on the left wall as you enter. Usually, the fridge will not be locked. If there are items left over from previous use, you may use or consume them.

#### Freezer

Same rules apply as for the fridge.

#### Oven

The oven, located under the steel countertop, can be used to warm up snacks, etc.

**Do not use the button marked with a sticker that says "DO NOT USE"** – this is the grill function and is not permitted.

#### Ice Cube Machine

The ice cube machine belongs to NES71 and **may NOT be used**.

## Ice Cream Machine

If the soft serve machine is present in the kitchen, it **may NOT be used**. This machine also belongs to NES71.

## Electric Hot Plate

An electric hot plate is available and may be used to warm food. **Cooking in the kitchen is not allowed.**

## Sink

The large sink in the kitchen is available for use, including for small dishwashing tasks. Dish soap and supplies are located on the shelf under the sink.

## Dishwasher

The dishwasher is a quick-wash type and requires special care after use. It may **only be used when full**, to avoid waste.

If there are fewer than 20 items (cups/glasses/cutlery), please wash them by hand.

## Other Kitchen Equipment

Racks on the kitchen walls hold pans, cutlery, and other utensils — these may be used.

## Keys

On the left wall as you enter the kitchen, there are several labeled keys.

Always return the keys to their original location after use.

If a key is missing after your rental, a new one will be made at the renter's expense.

## NES71 Kiosk

If NES71 is not present, the kiosk is locked. **Access to the kiosk is not allowed** in NES71's absence.

## Coffee & Tea

A **Bravilor** coffee machine and a **kettle** are available.

Both are connected to a power strip, which is usually **switched off**.

Turn it on before use and **switch it off again after use**.

## Toilets

You are a guest in the Posthuis — leave the toilets as clean as you found them.

Children should be supervised when using the toilets.

Cleaning supplies are located on the shelf under the kitchen sink, if needed.

## Lighting Upon Entry

After sunset, two ceiling spotlights automatically turn on.  
Near the door, there is a small control panel:

- **Top button:** turns on all downstairs lights (press once).
- **Bottom button:** turns off all lights.

There is also a **round knob** on the left wall near the kitchen entrance with **four options**, allowing you to set your preferred lighting and ambiance.

## Opening the Skylights

The **Velux skylights** can be opened via two square panels on the wall near the light switch.

- Press the **top button once** to open — they open slowly.
- Press the **bottom button once** to close.

## Sliding Doors & Fixed Door

If weather allows, the doors may be opened.

**In colder weather, avoid letting heat escape.**

The thermostat is set to a fixed temperature. **Do not adjust it.** The underfloor heating handles the rest.

### Fixed Door

This door has no top/bottom latches and must be **unlocked first** (key is in the kitchen).  
Once unlocked, push the handle down to open the door.

### Sliding Doors

To open these, the top and bottom locks must be slid (top down, bottom up).  
For safety reasons, these locks are secured with a key — the key hangs in the kitchen.

After opening, **hang all keys back in the kitchen.**

When closing:

1. First close the two sliding doors and lock them.
2. Then close the fixed door — pull the handle **up** to lock it.
3. Use the key to secure the final lock and return the key.

If a key is missing after use, the renter will be charged for a replacement.

## Sweeping the Floor

After using the central space, leave it as you found it.

If necessary, sweep the floor.

Two brooms and a dustpan are located on the left side near the kitchen entrance.

## Waste

You are responsible for disposing of your own trash after using the Posthuis.

Trash bags are available on the shelf under the sink.

## The Attic

A child safety gate is installed at the attic stairs.

**Do NOT remove the gate or enter the attic.**

## Emergency Numbers

For emergencies, you can contact:

Steven Lips: 0652384593

Henk Jansma: 0686833434

If there is no answer, please leave a voicemail or send a message.

## Liability for Damages

In case of damage to the Posthuis or its materials, **Stichting Posthuis Zaanenpark** may charge the user/renter for repairs or replacement.

## Children in the Posthuis

Children are more than welcome.

Please note: the kitchen and toilets are **not play areas**.

The small sink in the toilet is **only for washing hands**.

Water (except during winter) can also be accessed outside via a button on the wall next to the kiosk.

## Layout of the Main Room (Downstairs)

By default:

- Three tables are set up, each with two benches.
- The rest of the furniture is folded and placed against the walls.

After use, return the three tables and six benches to their original spots.

Fold and return the other items to the wall where they were found.

Wipe down all tables after use.

## **Bar**

A mobile bar is located under the round window.

It can be moved — make sure to **unlock the front wheels** first.

The bar is very heavy — always move it with **at least two people**.

After moving, **lock the wheels again** and return it to its original position with the open side facing the wall.

**The Posthuis belongs to the Neighborhood**

**Treat it as you would your own home.**

**Together, we ensure that this beautiful space remains available for everyone for many years to come.**