

# Center contract

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the Felbertal factory school

represented by [REDACTED]

and

the students of the 7th grade (internal)

represented by the managing director (MD): ..S. imah.....W. immet..... and the  
(co-managing director (CMD)): .. [REDACTED]

the following center agreement is concluded:

## *I. Objectives of the center, principles*

The center is a facility of the Felbertal vocational school dormitory created primarily for students. It is intended to promote social interaction among the student body in a cozy atmosphere, but also serves the entire school community. The focus is not on maximizing profits, but on serving the community (student-friendly prices).

The center is operated on the basis of the center agreement and the *center regulations*; the Werkschulheim's code of conduct forms the basis for cooperation between all parties involved.

Ultimate responsibility for operations and events lies with the school or boarding school management (or the educators responsible for the day), which therefore has the right to change or cancel ongoing operations, events, and their schedule at any time, even at short notice.

The operation of the center should be viewed as a learning process in which the team working there should learn the basics of running a business. This learning process is promoted and supported by the Felbertal Work School.

## *II.*

### *Board of Directors:*

- Students: Managing Directors (MD)
- Students: Co-managing directors (CoMD)
- Students: Financial manager, sometimes identical to GM or CoGM
- Students: Purchaser, in some cases identical to GM or CoGM
- Head of Education (HE)

- Head of Center (HC)

MD, CoMD

Upon signing the contract, the entire team (= [REDACTED], and 7th grade students working as center staff) will be named.

### *III. Aufgaben, Befugnisse und Pflichten der SchülerInnen in der Zentrumsleitung: Tasks, powers, and duties of management*

#### **Managing Director (MD):**

- School contact person for all center-related questions
- Organizes and is responsible for the center's operations
- is responsible for the proper takeover and handover of business operations
- bears key responsibility
- is responsible for the duty roster
- Responsibility for social media accounts, approval of all photos only by the center educator, no photos of teachers or students without the express permission of the person depicted
- Timely coordination of events with EL

Co-Managing Director (CoMD): ... [REDACTED]

- Supports and represents the GF in all matters and, as second in command to the managing director, has decision-making authority in all matters of daily operations; he must reach agreement with the GF.

Financial officer: ... [REDACTED]

- Manages and documents all income and expenditure without exception.
- Account takeover (beginning of the year), signing authority, e-banking, account return (last week of school)
- is responsible for reporting (bimonthly reports to the center management), final settlement
- pays outstanding invoices together with the managing director
- Final settlement and discharge after submission to the SGA; payment of profits only after discharge

Purchaser: ... [REDACTED]

- Procures everything necessary for the day-to-day operation of the center (beverages, food, equipment, cleaning supplies, etc.)
- Submits all invoices to the financial officer
- Responsible for returning empties
- is responsible for inventories
- Coordinates all purchases with the managing director

**Center service:**

- all work that arises, distribution according to the duty roster
- Various activities and areas of work: bar, kitchen, service, washing up, cleaning service, waste separation, daily collection and storage of empties,
- reporting repair needs, etc.

**Center management**

- Determining the framework conditions: offerings, price list, planning special events, employees, reserves, investments
- Bimonthly meeting: status, finances, reporting, extraordinary situations
- This regular meeting, as well as any special meetings that may be necessary, can be convened by the managing director or the head of education.

**IV.*****Finances:***

- The center management administers a maintenance fund. This is financed by transferring previous savings, any deposits, and a percentage of profits; the funds may only be used for the repurchase of center equipment and similar items, as decided by the center management. Purchases decided upon by the center management can be offset against the percentage share (10%/scale) of profits.  
Start-up capital: through payments from students (€100 per team member)
- After approval by the SGA, the surpluses generated are distributed to the team (after a democratic vote by the team on the use and work performed (working hours)).  
At the request of the respective center team, the parents' association is happy to help set up a reporting system or accounting system (training).
- If events are canceled by the school (through no fault of the team, e.g., snowstorm), a student-friendly solution will be sought together.

**V. Procedure:****Start:**

- At the end of 6th grade, the student representatives for the center management are democratically elected from among the internal students of the future 7th grade.
- At the beginning of the new school year, the first meeting of the center management and the center educator with the entire team takes place.

**End:**

- At the end of the year, preparations are made for the handover (cleaning, inventory, closing of accounts).

- e. Suppliers are informed about the change in responsible persons (names of persons) and coordination regarding loaned equipment.
- The new center management is appointed.
- The inventory is handed over to the center educator and the finances to the head of education.



Contract signatures:

Simon Wimmer

