

# **General House Rules**

## **for Buildings, Rooms, and the University of Bremen Campus**

### **Preamble**

In order to ensure orderly university operations, the president has issued the following General House Rules in accordance with article 81, paragraph 3, sentences 3 and 4, of the Bremen Higher Education Act (BremHG):

### **I. General Part**

#### **1**

##### **Scope**

(1) These house rules apply to all buildings used by the University of Bremen and the university grounds (see appendix). They apply to all persons who are present there and are recognized upon entering the university grounds. The university grounds and buildings serve exclusively to fulfill the tasks of the university in accordance with the BremHG. Stay on the university grounds or in the buildings for other purposes is not permitted. Exceptions require prior consent.

(2) Supplementary house rules may apply to individual buildings, parts of buildings, and laboratories.

#### **2**

##### **Domestic Authority**

(1) The president holds the domestic authority according to article 81, paragraph 3, sentence 3, of the BremHG. They may transfer this right.

The following persons are also entrusted with the exercise of domestic authority:

- The Director of Finance and Administration of the University
- The management of Department 4 (Technical Administration and Buildings)
- Employees of the facility management technology unit of Department 4
- Employees of the security service commissioned by the university (in accordance with the regulations in the service instructions)
- Deans for areas directly assigned to the faculties
- The management of the institutes/research centers for the areas assigned to them
- The meeting chairs for the meeting rooms during the meetings of bodies and committees
- Teachers for the rooms used by them within the framework of their courses
- Responsible users in case of use by third parties (see article 6 – Events)

(2) Domestic authority in the main cafeteria and the cafeterias of the Studierendenwerk are exercised by employees of the Studierendenwerk, and by the respective leaseholder in all other cafeterias, shops, etc.

### 3

#### **Authorized Access/Hours of Operation**

(1) The use of the university buildings and campus is only permitted to members of the university and visitors for information and business purposes. Persons who do not have a legitimate interest may be expelled from the university buildings and/or the university grounds by the persons exercising domestic authority.

(2) The university buildings are usually open on weekdays from 6 a.m. to 8 p.m. Deviating regulations in individual buildings or during the semester breaks are possible. The buildings must be kept locked outside of the hours of operation.

(3) To the extent that access to university buildings is possible outside the general hours of operation, the presentation of employee or student identification and written sign-in and/or sign-out in a visitor list may be required for access.

### 4

#### **Security, Safety, and Order**

(1) Buildings, facilities, equipment, and installations may only be used for their intended purpose. Exceptions require the prior consent of the president.

(2) All members and visitors of the university are obliged to take steps to prevent damage of any kind – especially through fire, theft, burglary, or damage to property – and to ensure that all rooms, together with their inventory, and other facilities are used properly.

### 5

#### **Punishment of Infringements/Bans**

(1) The persons authorized to exercise domestic authority are authorized to issue appropriate orders and take measures to maintain security, safety, and order. In particular, they have the right to expel troublemakers from the buildings and the university grounds. Damage, including increased cleaning costs, must be compensated for by the party responsible.

(2) In the event of a concrete and immediate disturbance, the removal of which cannot be delayed, the persons responsible under article 2, paragraph 1, can verbally issue a ban.

(3) All other bans must be issued in writing. The president is responsible for issuing written bans.

(4) The right to file criminal charges for trespassing, damage to property, and other criminal offenses in connection with domestic authority lies exclusively with the president, the Director of Finance and Administration, and the head of Department 4.

### 6

#### **Events**

The staging of events in the buildings and on the university premises requires prior approval by the relevant competent authority. Information on responsibilities can be obtained from the office for room reservation and multimedia equipment in Department 5 (IT, media technology infrastructure, and central services).

**7**

**Billposting, Advertising, Merchandise Trade**

(1) Commercial displays and posters are generally subject to approval and a fee. Prior approval is given by Department 3 (Budget and Finance) or the marketing company commissioned. This consent must be presented upon request.

(2) Noncommercial displays, posters, and event announcements may only be displayed on the bulletin boards provided for this purpose in order to avoid damage to the substrate.

In the event of violations, the costs of removing the posted notices and repairing the damage to the areas must be reimbursed by the person or persons responsible. Displays relating to specific events/dates must be removed no later than the day after the event.

(3) Advertisements of any kind, as well as the trade in goods and the installation of vending or reverse vending machines, are also subject to approval and fees. Prior approval is given by Department 3. This consent must be presented upon request.

**8**

**Safety, Escape Routes, and Safety Equipment**

(1) Corridors, escape routes, safety equipment, assembly points, and fire department access routes must be kept clear and functional. Blocking of escape routes and fire lanes is prohibited.

(2) Escape route signs, fire extinguishers, emergency exits, and glass doors may not be covered, in particular by posters and notices.

**9**

**Activities Subject to Approval and Inadmissible Activities**

(1) The distribution of leaflets and flyers, brochures and advertising material, and the like requires the prior consent of Department 3. This also applies to the organization of collections. This does not apply to activities of student or higher education policy groups within the scope of the permissible performance of duties, or activities that are based on research and teaching.

(2) All behavior that is likely to disrupt the safety and order of university operations is prohibited on the university grounds and in the buildings or rooms of the university. These are violations of the prohibitions mentioned in these regulations and include in particular the following:

1. Contamination or pollution of any kind
2. Begging and peddling
3. Avoidable noise disturbances

**II. Use of the Buildings**

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**Use of the Rooms and Furnishings**

(1) Buildings, facilities, equipment, and installations may only be used for their intended purpose. Safety regulations must be observed. The supplementary regulations for the individual

building parts, for special facilities, institutes, and laboratories (e.g. fire safety regulations, laboratory regulations) must be observed. We point out that the general regulations of accident, fire, and regulatory law must be complied with.

(2) Rooms, facilities, and equipment of the university must be treated with care. Attention must be paid to cleanliness and hygiene.

(3) The responsible persons are obliged to ensure that the windows are closed and the lights are switched off at the end of use. In general, attention must be paid to energy-efficient behavior.

(4) Using and bringing bicycles as well as the use of in-line skates, roller skates, skateboards, and the like are not permitted in the university buildings. Parking bicycles in the buildings and in or in front of the entrances is not permitted.

(5) The use of private electrical devices is generally prohibited. Only the use of devices with a low energy consumption (telephones, laptops, coffee machines, kettles, electric wheelchairs, etc.) is permitted (not permitted: refrigerators and microwave ovens). The use of the devices used and the devices themselves must meet safety requirements.

(6) The building and room keys (mechanical and electronic) are managed by Department 4 or the respective faculty. The passing on of keys or electronic locking authorizations is only permitted with the express prior consent of the key-issuing authority. The installation of other or additional locking devices in buildings or rooms is prohibited.

## 11

### **Accessibility**

Accessibility facilities such as special access routes, ramps, signs, markings, door openers, etc. must be kept free and/or functional.

## 12

### **Smoking Ban**

Smoking – even of e-cigarettes – is prohibited in all buildings of the university.

Information: Different regulations may apply in the privately run dining businesses in university buildings.

## 13

### **Alcohol Ban**

(1) The consumption of alcohol is prohibited in the buildings of the university. Exceptions exist for privately operated dining businesses in the university buildings. Further exemptions are granted by the Director of Finance and Administration.

(2) All employees of the university are prohibited from consuming alcohol in the buildings and on the premises of the university during working hours.

## 14

### **Animals**

(1) Animals may not be brought into the buildings and rooms of the university (exception: business necessity).

(2) Exceptions apply to – clearly recognizable – guide dogs for the blind as well as therapy and assistance animals with appropriate documentation. Guide dogs for the blind and therapy and assistance animals must be kept on a leash; therapy and assistance animals that cannot be kept on a leash must be led without endangering third parties. The owner of the animal is responsible for the disposal of feces.

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### **Weapons**

The carrying of weapons of any kind is prohibited.

## 16

### **Photography and Filming**

Photographs as well as radio and television recordings by the press in the university buildings are generally subject to approval and require prior consultation with the press office. Commercial photography and radio and television recordings require approval and are subject to a fee. Prior approval is given by Department 3. The personal rights of the individual are to be respected in all film and radio recordings and photographs.

### **III. Use of the Outdoor Facilities**

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### **Green Spaces, Paths in the Outdoor Areas and in the Campus Park, Bodies of Water**

The green spaces are to be treated with care. In particular, the following applies:

1. Leaving behind any kind of litter or waste is forbidden.
2. Entering planted areas, especially in the vicinity of bodies of water, is prohibited.
3. Motor vehicles of all kinds are not allowed to drive on the paths.
4. Putting up tents or other dwellings is not permitted. Exemptions are to be applied for with Department 4.
5. Removing benches, chairs, trash cans, etc. is not permitted.
6. Swimming in the waters of the university or sailing on these waters with watercraft of any kind (including model boats) is not permitted.
7. Lighting fires or barbecues are only permitted with the prior consent of Department 4.

## 18

### **Unmanned Flying Objects (Drones, Model Aircraft, Etc.)**

Flying over the university grounds with model aircraft, drones, or other aircraft is not permitted. Exceptions for university purposes are granted by the Department 4. In the case of drone flights, the respective legal requirements for flying unmanned aerial systems must be observed.

## 19

### **Use of Roads and Paths (Parking Etc.) on the University Campus**

(1) On the roads and paths of the university, the rules of the road traffic regulations apply. Motor vehicles may only be parked in the parking spaces expressly provided for this purpose. The parking spaces of the university are subject to charges. In addition, the contractual conditions of the parking management company commissioned apply.

- (2) Illegally parked vehicles of any kind will be removed at the expense of the vehicle owner.
- (3) Cycling on footpaths, including the boulevard, is prohibited.

#### **IV. Final Provisions**

##### **20**

##### **Lost Property**

Lost property must be forwarded to the lost and found of the university. After one month, all lost property is handed over to the department for lost property matters at the city office.

##### **21**

##### **Limitation of Liability**

(1) The university is only liable for personal injury, property damage, or financial loss in the event of deliberate or grossly negligent conduct by its staff. This limitation of liability is recognized as binding upon entering the university grounds.

(2) It also applies to damage to vehicles of all kinds that occur when using the university grounds. The university is not liable for the destruction, damage, or loss of items brought along.

##### **22**

##### **Effectiveness**

The General House Rules for Buildings, Rooms, and the University of Bremen Campus become effective on the date of signing.

Bremen, September 4, 2018,

President of the University of Bremen

← Richtung  
BRHV

→ Richtung  
HM, H. Oe

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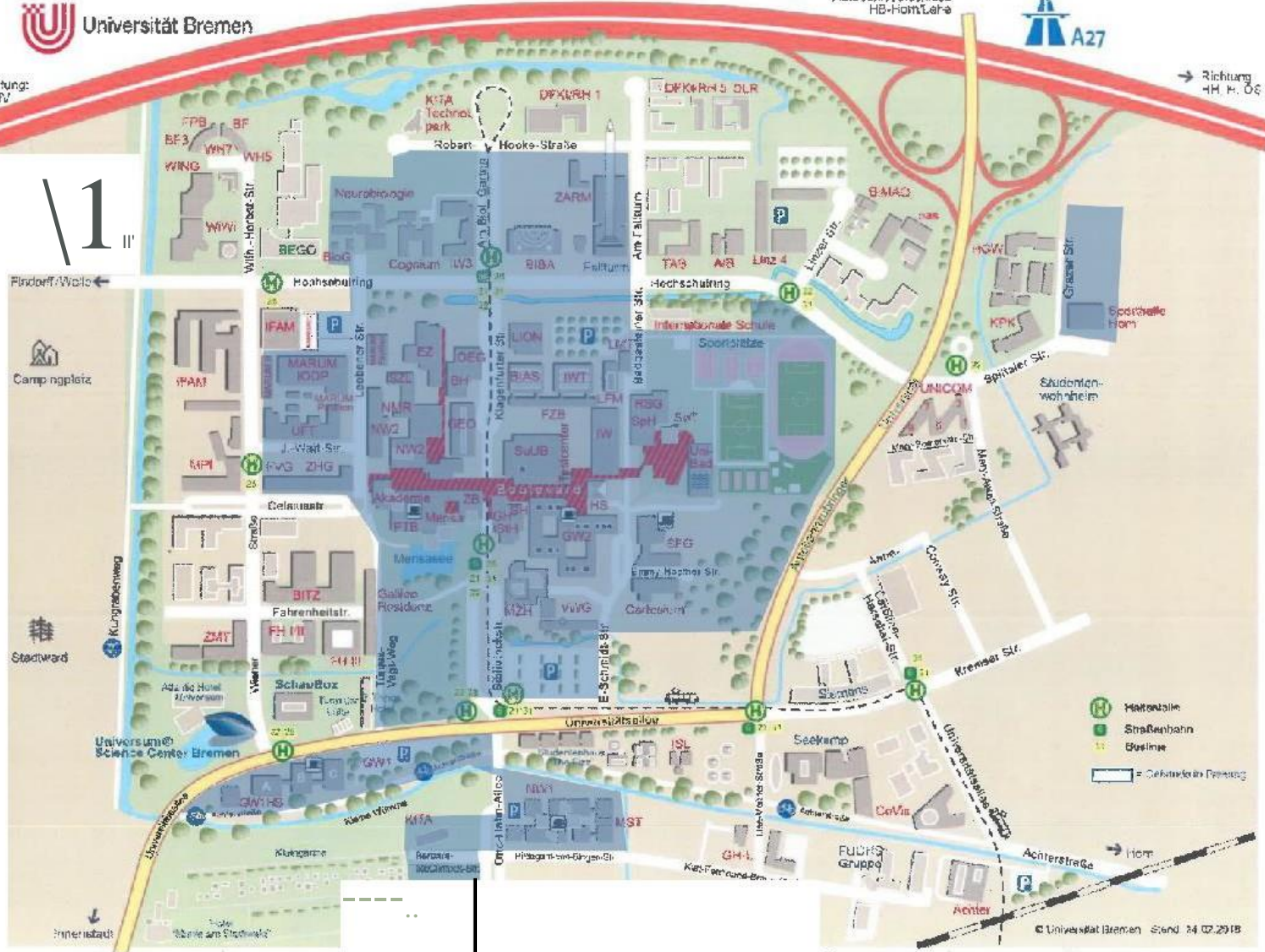
Findorf/Wald



Stadtward

University  
Science Center Bremen

Innenstadt



- Metrostation
- Straßenbahn
- Buslinie
- Parkieren