

# House rules of the htw saar

(dated 06.11.2018)

In order to guarantee a seamless university operation, on the basis of § 19 Paragraph 2 Number 1 of the Higher Education Act (SHSG) dated 30 November 2016 (official journal I page 1080), recently amended by Law dated 22 August 2018 (official journal I page 673), the President is issuing the following house rules:

## § 1 Area of applicability

These house rules shall apply to all buildings and areas used by the htw saar and shall be binding on all members and officials of the htw saar, as well as on all persons who are present on the areas of the htw saar and in its buildings.

## § 2 Domiciliary rights, delegation

(1) The owner of the domiciliary right shall be the President. The domiciliary right shall be exercised by the President and the domiciliary right delegates. The domiciliary right delegates are:

- a) The vice presidents
- b) The management for the area of the respective department, faculty or university institution
- c) The teaching staff within the framework of their classes
- d) The workshop and laboratory management within the framework of their sphere of activity
- e) The chairing of meetings during convocations of organs and committees
- f) The employees of the building management team
- g) The security companies within the framework of their agreements which have been concluded with the htw saar
- h) Generally or in individual cases, employees of the htw saar who have been engaged by the President in writing

Domiciliary right delegates must ensure compliance with the house rules. The decisions and measures concluded by the President or its representatives during the exercising of the house rules shall take priority over those of the domiciliary right delegates. The written engagement for the exercising of the house rules shall contain the scope of the competence to be assigned. Should it be necessary for safety or capacity reasons, for example, supplementary rules of use or laboratory rules will be issued by the domiciliary right delegates for individual rooms or facilities.

(2) The persons named in paragraph 1 can issue formal reprimands.

(3) A barring from the premises shall be issued by the President.

### **§ 3 Use of rooms and areas**

(1) The building, its rooms and facilities may only be used within the framework of the duties incumbent on the htw saar. Exceptions shall require permission. Further details can be found in the guidelines concerning the allocation of rooms and the collection of usage fees for events at the htw saar in the respective valid version.

(2) Rooms and inventories must be treated carefully. The person causing damage due to misuse or negligence shall incur liability for such.

The following activities inside and outside of buildings shall require the prior agreement of the President or of a domiciliary right deligate:

- a) The distribution and posting of commercial advertising materials
- b) The setting up of information and sales stands, as well as vending machines
- c) The sale and distribution of goods and similar
- d) The collection of orders
- e) The mounting of commercial posters and notices
- f) The carrying out of surveys (except for research and teaching purposes), collections, signature campaigns and elections
- g) Commercial photo, video, film and television recordings

(3) In the area of applicability of these house rules, all actions that disrupt safety and order shall not be permitted, in particular the following:

- a) The blocking of the designated emergency exits and fire service access points, as well as the creation of fire loads in designated emergency exits and the blocking of fire doors
- b) The use of lifts in case of fire
- c) The consumption of alcohol in teaching and research rooms
- d) Smoking and the use of e-cigarettes in buildings (the same shall apply in the entrance area of buildings, should a designated smoking area be present in the area close to the building)
- e) Begging and causing a nuisance to other persons
- f) The use of roller skates, inline skates, kickboards, skateboards etc
- g) The parking of bicycles in buildings, with the exception of the parking of bicycles in office rooms, provided that these do not get in the way and all users of the office are in agreement
- h) The spraying, painting, marking, contamination, damaging or misuse of areas, ceiling, walls and facilities
- i) The bringing of posters and notices outside of the designated areas
- j) Noise nuisance, for example playing stereos loudly

k) The bringing of pets into buildings; non-dangerous dogs that are kept on a lead or that are supervised in offices by the dog owner shall be exempted, provided that all persons who use the office are in agreement concerning the presence of the dog

(4) The lights must be turned off when these are no longer required. During the heating period, windows should be opened for a short period of time for ventilation. After the end of the event, the windows must be shut.

(5) Tables, chairs and other facilities may not be removed from the rooms without the permission of the building management. After the end of the event, the room should, where possible, be restored to its original state (seating plan).

(6) Any arbitrary changes to the building may not be carried out. Ceilings may not be overloaded. In case of the connection of electronic devices, it must be ensured that the electricity supply is not overloaded. The electronic devices must correspond to the applicable safety regulations. The building management can issue information in this respect.

(7) Signage in and on the buildings shall be determined and mounted by the building management in accordance with the building signage guidelines.

(8) The use of energy shall be restricted to the necessary amount by using the resources as sparingly as possible.

(9) The operation of private devices, in particular heating equipment, radios and televisions, video recorders and DVD players is not permitted in the working rooms. Battery operated electronic devices, as well as the use of coffee machines, water heaters, microwaves and small fridges shall be excluded from the above prohibition. The use of private mobile devices (such as notebooks) is also excluded from the above prohibition. The permitted private devices with network connection which are permitted and used for work purposes must correspond to the technical requirements and must be included in the rotational inspections of the portable electronic devices. Generally, the operation of private devices shall be at the user's own risk. Damage to a private device itself or to the building connected to the use of such private devices shall be the responsibility of the owner. In case of loss or damage to the device, the university shall assume no claims to damage.

(10) Items found in the area of the university should be handed to the house administration (post room Alt-Saarbrücken campus or gateway Rotenbühl campus). No finder's fee or acquisition of ownership in respect of the found item will be issued by the htw saar. Found items shall be publicly auctioned at the end of each semester. Should the proceeds from the auction not be collected within three years, the amount shall be transferred to the university budget. The rights and obligations of §§ 968 to 977 of the German Civil Code (BGB) shall apply to the finding person.

#### **§ 4 Use of the laboratories and workshops**

(1) As a rule, students may not use laboratories and workshops alone and without supervision unless they receive permission. The competent faculty management will make a decision concerning exceptions to this rule.

(2) The applicable user ordinances and safety regulations in laboratories and workshops must be complied with.

(3) The competent laboratory or workshop manager shall be responsible for compliance with the applicable safety regulations (prevention of accidents, safety at work and protection of the environment).

## **§ 5 Safety and order**

(1) The opening hours of the buildings shall be set by the President of the university and notified by means of a sign at the main entrances. As a rule, visitors may only enter the buildings during the opening hours. Children must be supervised.

(2) In respect of building safety, the applicable regulations, in particular the fire safety ordinance and the assembly area ordinance in the respective versions must be complied with.

(3) The buildings and campus facilities must be kept clean. The disposal of litter (scrap food, used drink cartons, packaging, cigarette butts etc.) must be undertaken by using the appropriate waste containers.

(4) University property must be kept under lock and key after use or should be stored so that it is out of sight if no suitable furniture is available. Should university property be stolen, the user must submit a loss report. If applicable, the Vice-President for Administrative Affairs and Economic Management shall make the criminal complaint. Working rooms must be locked upon leaving. The htw saar accepts no liability for personal valuables. Thefts of personal valuables should be reported to the police by the owner immediately.

(5) In case of entering and leaving the building outside of the opening hours, the external doors should be shut again and, if necessary, locked. The Vice-President for Administrative Affairs and Economic Management of the building management should be informed in advance in the case that one intends to remain in the building outside of the opening times. In justified cases, the Vice-President for Administrative Affairs and Economic Management can prohibit remaining in the building outside of the opening times. Visitors may only enter the building outside of the opening times if accompanied by personnel of the htw saar.

(6) In regard of remaining in the building outside of the opening times, ID and proof of entitlement must be provided to the house administration and/or security.

## **§ 6 Key administration**

(1) The Vice-President for Administrative Affairs and Economic Management shall make a decision concerning the issuing of all types of keys (mechanical keys, chip cards, magnet cards, transponders). Proof will be carried out by the house services and building management.

(2) Keys will only be allocated to members of the htw saar and external persons with the respectively required time limit if this is absolutely necessary for reasons that are connected to their activities at the htw saar. The handing over to third parties of allocated keys is not permitted.

(3) Keys must be stored carefully. Any loss of keys must be notified immediately to the Vice-President for Administrative Affairs and Economic Management. The key holder can incur liability in respect of lost keys.

(4) Should the reason for the allocation of keys no longer exist, the keys must be returned immediately.

(5) Further details are regulated in the guidelines.

### **§ 7 Outdoor facilities**

(1) The outdoor facilities must be treated carefully. Damage and contamination must be avoided.

(2) Dogs must be kept on a lead. It is not permitted to bring dangerous animals on to the outdoor facilities.

### **§ 8 Parking and vehicle areas**

(1) A permit is necessary in order to bring vehicles onto the property of the htw saar. The specifics are regulated in the vehicle guidelines.

(2) All types of vehicles shall only be parked in the designated areas and in such a way that they do not represent a danger or obstruction. In particular, fire service and emergency entrances must be kept free. Vehicles parked in breach of the rules will be towed away or removed at the expense of the owner. The htw saar accepts no liability for damage to vehicles that are parked on university property.

(3) The road traffic ordinance shall apply in respect of the bringing of all types of vehicles onto the htw saar university campus.

### **§ 9 Taking effect**

These house rules shall take effect on the day of posting on the “the President” blackboards and shall also be published in the service publication of the universities of the Saarland.

Saarbrücken, 06.11.2018

(gez.)

Professor Wolrad Rommel

President