

# House Rules

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*Table 1 - Amendments*

<b>Version</b>	<b>Date</b>	<b>Description of amendment</b>
0.1	1 July 2023	Drafted
1.0	24/01/2024	Adopted by the University Executive Board

## § 1 Scope

- (1) These house rules apply to all state-owned properties of the University of Applied Sciences Erfurt (Fachhochschule Erfurt). They are legally binding for all members and affiliates of the University of Applied Sciences Erfurt, users of university facilities and all persons who spend time in rooms, areas or other facilities belonging to the University of Applied Sciences Erfurt.
- (2) The following regulations detail the importance of mutual consideration for the smooth running of university operations. The house rules are designed to ensure that the University of Applied Sciences Erfurt can fulfil its legal duties and that general safety and order are upheld at the university.

## § 2 Domiciliary rights

- (1) The President exercises domiciliary rights at the University of Applied Sciences Erfurt. In the absence of the President, domiciliary rights are exercised by his/her deputy or the Executive Vice-President. Those entrusted with exercising domiciliary rights are entitled to take the necessary measures to redress violations of these house rules or other disturbances of the peace. In particular, they have the right to expel individuals from the premises with immediate effect and to restrict their access to the premises or specific buildings if these individuals are likely to cause a disturbance.
- (2) In order to ensure that domiciliary rights can be upheld and monitored during day-to-day operations at the university, the President confers the right to exercise domiciliary rights to the following members and affiliates:
  1. In all rooms in which teaching takes place, domiciliary rights are exercised by the respective lecturer for the duration of the class.
  2. During meetings of university bodies, boards, committees and other groups, the respective chairperson exercises domiciliary rights in the meeting rooms.
  3. For rooms that are allocated to a faculty for their direct use and for which there are no special regulations governing the exercise of domiciliary rights, domiciliary rights are exercised by the dean of the respective faculty.
  4. For rooms that are assigned to a department or a central facility for their direct use and for which there are no special regulations governing the exercise of domiciliary rights, domiciliary rights are exercised by the head of the respective department or the director of the respective central facility.
  5. In order to fulfil the responsibilities of the employer conferred on a member of the university, domiciliary rights are exercised by that individual.
  6. In order to maintain order and security and to enforce the house rules, our campus security service is responsible for exercising domiciliary rights.

- (3) Violations of the house rules must be immediately reported to one of the persons listed in § 2 (1) and (2).
- (4) The persons listed under § 2 (1) and (2) may take appropriate measures for specific violations of these house rules. If necessary, they may verbally expel individuals temporarily from a building, part of a building, an outdoor area or another university facility.
- (5) A temporary or permanent ban from the premises that extends beyond the day of the disturbance can only be issued in writing by the President or - in his/her absence - his/her deputy.
- (6) The option of initiating disciplinary or labour law proceedings or criminal prosecution is unaffected.

### § 3 Opening hours

- (1) The opening hours of the individual sites (work buildings) are as follows:  
Altonaer Straße 25; Leipziger Straße 77  
Mondays to Fridays: 06:00 a.m. till 10 p.m.

Schlüterstraße 1  
Mondays to Fridays: 06:00 a.m. till 12 a.m.

Kühnhäuser Straße 101  
Mondays to Fridays: 06:00 a.m. till 10 p.m.

In terms of office opening hours, the usual working hours apply.

Classes that take place outside of opening hours must be registered and confirmed in advance. Please contact the Estates and Facilities department (Dezernat Bau und Liegenschaften).

- (2) The opening hours of the car parks correspond to those of the office buildings. Outside these hours, free access cannot be guaranteed.
- (3) If you wish to use rooms outside opening hours, you must notify the campus security guards (Altonaer Straße 25, Building 7, Campus Security: 0361 6700-888).

## § 4 Safety, security and order

- (1) Parking is only permitted in designated areas. Please pay attention to special signage (e.g. disabled parking spaces). The standard road traffic regulations and rules issued by the car park management team apply.
- (2) Vehicles parked illegally may be reported or towed away. This particularly applies to any vehicles blocking designated access routes for the fire brigade and emergency services. The driver or owner of the vehicle will bear any expenses incurred (e.g. towing costs).
- (3) Escape routes must be kept clear in foyers, stairwells and corridors.
- (4) All members of the institution are obliged to treat university property with care. In particular, they must ensure that damage of any kind, especially due to fire, theft, burglary or vandalism, is prevented and that all technical equipment is used correctly.  
Any damage to buildings and structures must be reported to the campus security guards (0361 6700-888) and the Estates and Facilities department (dbl@fh-erfurt.de).
- (5) In addition to the house rules, the safety regulations and laboratory rules that apply in the labs and workshops must be observed. Access to laboratories or workshops is only permitted to persons who have been instructed on the corresponding safety regulations that apply in addition to the house rules. Unauthorized persons are strictly prohibited from entering the premises.
- (6) Animals may not be brought into university buildings unless needed for work purposes or if they are therapy or guide dogs for the disabled (proof is required). Animals must always be supervised and kept on a leash in the outdoor areas of the university. Keeping dogs in suitable kennels and other such exceptions are subject to separate regulations.
- (7) On the university's premises, it is forbidden to carry flammable and explosive substances, weapons and dangerous objects as defined by the Weapons Act, even if they are officially authorized or may be carried without a permit in accordance with the Weapons Act. The following are exempt from this ban: police and other security authorities, security guards commissioned by and for the university, weapons and dangerous objects that are necessary for the performance of official duties or in the context of teaching and research.

## § 5 Use of rooms, areas and facilities

- (1) All members and affiliates of FHE and users of the rooms, areas and other facilities must ensure that the university is in a position to conduct its statutory duties, in particular the smooth execution of teaching and research, without hindrance.

- (2) All rooms, areas and other facilities belonging to the university, including furniture, are to be treated with care. Attention should be paid to economical energy consumption when using the rooms.  
All rooms, areas and facilities are to be left clean, tidy and free of rubbish after use. Windows and doors are to be closed after the room has been used, and all lights should be turned off.
- (3) The functions of electrical boxes or other technical equipment at the university may not be altered, and safety markings may not be changed or removed.
- (4) All rooms, areas and other facilities belonging to the university are only to be used for their designated purpose. Upon request, rooms can be used for other purposes, but this requires a written request and must be expressly permitted by the university.
- (5) The use of university rooms or other facilities by third parties and the charging of usage fees or rates are governed by the Fee Schedule and the most recent version of the Regulations on Rooms and Areas.
- (6) Smoking is prohibited in all university buildings. Smoking is only permitted in outdoor areas if this does not disturb others.
- (7) It is not permitted to conduct party-political activities in buildings and areas belonging to the university.
- (8) Hanging up posters or handing out printed materials is only allowed in designated areas. The university reserves the right to remove posters and printed materials at any time. Priority is always given to notices of events that contribute to the fulfilment of the university's duties over events that serve other purposes.

## § 6 Additional regulations

If necessary (e.g. specific sources of danger), supplementary regulations will be issued for certain parts of the university by separate orders of the President or the corresponding representative.

## § 7 Lost property

All members, affiliates and users are obliged to immediately hand in lost property to campus security (Altonaer Straße 25, building 7). Enquiries about lost property can be made there or at the lost property office (Altonaer Straße 25, building 7, room 7.1.11 or at [dbl@fh-erfurt.de](mailto:dbl@fh-erfurt.de)). After an appropriate storage period, the lost property will be forwarded to the lost property office of the City of Erfurt.

## § 8 Applicability of other regulations

In addition to these house rules, all other relevant university regulations, ordinances and guidelines must be observed. This applies in particular to the library's user regulations, the regulations for keys, the regulations on the use of rooms and areas, the car park regulations, the crisis and emergency plan and the regulations on fire protection, occupational safety and accident prevention.

## § 9 Commencement

These house rules come into force with immediate effect. Concurrently, the house rules dated 1 October 2011 shall cease to apply.

Erfurt, 30.01.2024

Prof. Dr. Frank Setzer *(signed)*  
President