

House Rules

of TU Dortmund University

Version of 10 December 2014

In order to ensure orderly operation of the university, the President issues the following house rules on the basis of Section 18 (1) of the Act on the Universities of the State of North Rhine-Westphalia (*Hochschulgesetz NRW*, HG) of 31 October 2006 (GV. NRW. p. 474), last amended by the Act of 8 October 2009 (GV. NRW. p. 516) and Section 4 (3) of the Charter of TU Dortmund University of 1 November 2007 (Official Communications No. 19/2007 p. 1 - 16):

Section 1 Scope of application

These house rules apply to all buildings and premises used by TU Dortmund University (hereinafter referred to as TU). They provide the basis for orderly university operations and are intended in particular to ensure that the tasks incumbent upon the TU can be performed. The house rules are binding for all members and affiliates of the TU as well as for all persons who are on the premises and in the rooms of the TU.

Section 2 Domestic authority, delegation

2.1 The President is the holder of the domestic authority.

The President and the domestic authority representatives exercise the domestic authority.

The persons who may be appointed as domestic authority representatives are named in Appendix 1 (in the accordingly valid version).

The domestic authority representatives must ensure compliance with the house rules. The right of the corresponding event managers (e.g. lecturers) to take the necessary measures to prevent damage and maintain security and order within the framework of their event remains unaffected.

Decisions and measures taken by the President or his/her representative in the exercise of domestic authority take precedence over those of the domestic authority representative. The written assignment for the exercise of domestic authority includes the scope of the competence to be transferred.

2.2 A temporary ban from the premises can be issued by the persons named in 2.1.

A permanent ban from the premises is to be issued by the President or his/her substitute in case of absence.

Section 3 Space and land use

3.1 The buildings, their rooms and furnishings may only be used for university purposes. Exceptions require the approval of Department 6 (Department of Construction and Facility Management). Rooms and inventory are to be treated with care. The responsible person is liable for any damage caused by misuse or culpable behavior. The provisions of the Fire Protection Regulations, Appendix 2 (in the accordingly valid version) apply.

Within the scope of these house rules, all those actions are inadmissible that are likely to disturb the security and order; in particular the following are inadmissible:

- a. Blocking rescue and escape routes as well as fire department access roads, placing fire loads in rescue and escape routes, and blocking fire doors;
- b. Lighting an open fire and burning candles in the rooms of the TU, with the exception of official requirements in the context of research and teaching;

- c. Carrying weapons of any kind, as well as flammable or explosive substances, without these being necessary for operational duties;
- d. Alcohol consumption in teaching and research rooms during teaching and regular service;
- e. Consumption of food in lecture halls unless specifically permitted by faculty;
- f. Smoking indoors;
- g. Begging and harassing people;
- h. Sale of goods of all kinds and the conduct of collections;
- i. Parking of motor vehicles, bicycles or other vehicles outside the areas designated for these purposes;
- j. Use of roller skates, inline skates, kickboards, skateboards, etc.; parking of bicycles and similar means of transport in escape and rescue routes and general circulation areas (e.g. staircases) in buildings;
- k. Unauthorized spraying, painting, labeling, soiling, damaging, or misusing of surfaces, ceilings, walls, and equipment;
- l. Throwing away cigarettes, chewing gum and other waste outside the designated waste containers;
- m. Placing posters and notices outside the designated posting areas and distributing flyers;
- n. Noise pollution, such as the loud playing of sound recordings;
- o. Carrying/bringing along animals, unless the animal is being carried to compensate for a disability/for therapeutic reasons (e.g. guide dogs for the blind and therapy dogs) or animals are needed for university operations;
- p. Placement and leaving unattended luggage in places not specifically designated for this purpose.

The costs incurred by TU due to a violation of the house rules (e.g. due to repairs, police or fire department operations) are to be borne by the person who violated the house rules and caused the costs as a result.

3.2 Unauthorized structural changes must not be made. Building ceilings must not be loaded beyond the permissible level. When connecting electrical equipment, care must be taken to ensure that the power supply system is not overloaded. The electrical equipment must comply with the relevant safety regulations. The Department of Construction and Facility Management can provide the relevant information for this context.

3.3 Signage

Signage in and on buildings is determined exclusively by the Department of Construction and Facility Management in consultation with the users of the corresponding rooms.

3.4 Energy consumption

Energy consumption is to be limited to the necessary level through the conscious use of resources such as electricity, water, heat, etc.

3.5 Lost and found

In the university area, lost and found items are to be turned in to the Department of Construction and Facility Management. There is no claim to a finder's fee against TU or acquisition of ownership of the lost property. Further details are set out in the Guide to Lost Property, Appendix 3 (in the accordingly valid version).

3.6 Waste disposal

Instructions and information on waste disposal at TU can be found in the Waste Guide, Appendix 4 (in the accordingly valid version).

This is a translation of the original German document for explanatory purposes only. For all legal purposes, solely the German version of the document shall be considered binding.

* Key includes all types of keys, i.e. transponders, magnetic cards/swipe cards, mechanical keys, etc.

Section 4 Safety and order

4.1 Opening hours

Opening hours are posted at the main entrances to the buildings. Visitors are only allowed in the buildings during opening hours; children must be supervised accordingly.

4.2 Building safety and fire protection

With regard to building safety, the relevant regulations must be observed, in particular the Fire Protection Regulations and the Venue Regulations (*Versammlungsstättenverordnung, VstättVO*) as amended.

4.3 Theft

TU property must be locked up after the end of the service or, if suitable furniture is not available, stored in such a way that it is hidden from view. In the event of theft of TU property, the user must arrange for TU to report the theft.

When leaving the offices/ rooms of service, they must be locked.

TU assumes no liability for personal valuables. Theft of personal valuables should be reported immediately to the police by those affected and reported to the Department of Legal Affairs (*Justizariat*).

4.4 Legitimation and identification requirement

Outside of the opening hours, identification and proof of identity must be provided to the property management/security service when staying in the buildings.

Section 5 Closing Regulations/key management

5.1 The handing out and assignment of keys* shall be recorded on file in the Department of Construction and Facility Management.

5.2 Keys* shall be handed out to members of the TU and outsiders with the respective time limit only if it is absolutely necessary for reasons related to their activities at the TU. The transfer of issued keys* to third parties is not permitted.

5.3 Keys* must be carefully stored. Any loss must be reported immediately to the Department of Construction and Facility Management. The key holder may be held liable for lost keys* and associated costs.

5.4 As soon as the reason for issuing a key* ceases to apply, keys* must be returned immediately.

5.5 Further details are set in the Closing Regulations, Appendix 5 and in the SIPORT Service Agreement, Appendix 6 (in the accordingly valid version).

Section 6 Outdoor facilities

6.1 Outdoor facilities

The outdoor facilities are to be treated with care, maintained in a tidy condition and damage and contamination avoided.

6.2 Dogs

Dogs must be kept on a leash.

6.3 Parking

Vehicles of all kinds are to be parked in the marked areas in such a way that they do not pose a danger or obstruction. In particular, the fire department access roads and escape routes must be kept clear. Unauthorized parking will be penalized. If necessary, vehicles will be towed away/removed.

TU assumes no liability for damage to vehicles parked on TU property.

6.4 Road traffic regulations

In the university area, the road traffic regulations (*Straßenverkehrsordnung, StVO*) apply.

6.5 Barbecue outside buildings

Barbecuing must be reported, Appendix 7 (in the accordingly valid version).

Section 7 External Company Guideline

For work carried out by external companies on buildings used by the TU and on the premises of the TU, the External Company Guideline (*Fremdfirmenrichtlinie*), Appendix 8 (in the accordingly valid version) applies.

Section 8 Exceptions

Requests for exceptions to these house rules must be submitted in writing to the President, unless otherwise provided.

Section 9 Entry into force

These house rules come into force on the day after publication in the Official Communications of TU Dortmund University.

Issued on the basis of the resolution of the Rectorate of TU Dortmund University of [date].

Dortmund, the [date]

The President
of TU Dortmund University

University Professor Dr. Ursula Gather