

## **House Rules for Kiel University**

### **Section 1 - Scope of application**

These house rules apply to all federal state-owned and rented buildings, those buildings which are part of the university's corporate assets, building sections as well as Kiel University's entire campus premises, with the exception of land rented out by the university. They serve to ensure safety and order at the university and are designed, in particular, to enable the university to perform its given duties.

The house rules are binding for all members and associates of the university. Those using university facilities and all individuals visiting the grounds and rooms of the university are required to observe the provisions of these house rules.

### **Section 2 - Domiciliary rights**

(1) Domiciliary rights are exercised by the President and the domiciliary rights officers.

(2) The following university members are domiciliary rights officers:

1. university members appointed by the President, generally or for specific cases,
2. the Chancellor and the Vice-Presidents,
3. the head of Facility Management and/or their delegates,
4. departmental heads or managing directors for a particular university institute,
5. deans, for faculty rooms which are allocated for their direct use,
6. teaching staff within the framework of their lectures,
7. chairpersons at meetings of university bodies and committees.

(3) The domiciliary rights officers may appoint representatives to exercise domiciliary rights.

(4) The decisions made by the President exercising his/her domiciliary right or, in their substitution, made by the Chancellor and/or Facility Management

- are superior to those made by the domiciliary rights officers.
- (5) Transferring domiciliary rights to research assistants or student assistants is not permitted.
  - (6) Section 7 of the house rules shall apply to penalties for any violations.

### **Section 3 - Opening hours**

- (1) With the exception of particular events and to the extent no other arrangements have been made, the buildings/facilities of Kiel University are open Mondays to Fridays from 06:30 to 20:00 hrs. The buildings/facilities will be kept locked outside these hours.
- (2) Any other arrangements/schedules will be posted on the bulletin boards in the building vestibules.

### **Section 4 - Safety and order**

- (1) Buildings, facilities, equipment, grounds and open spaces may only be used for their intended purposes. Exceptions require the prior approval of the President. All university members, staff and visitors are obliged to do everything possible and appropriate to prevent damages of any kind, in particular by fire, theft, burglary or damage to property and to assure that all technical facilities are used as intended.
- (2) All rooms, hallways and staircases must be kept clean.
- (3) The users of the rooms are responsible for locking the facilities and rooms on the university campus and for secure deposit of valuables. They are also responsible for turning off the lights, deactivating other electrical equipment and shutting the windows if they leave the rooms (even if only for a short period of time). No liability is assumed for lost money or other valuables.
- (4) Any detected damages, defects, irregularities or specific incidents will immediately be communicated to Kiel University's Facility Management (Building Maintenance Department and/or Department for Technical Operation and Service). Outside opening hours, the main gate must be notified about any operational malfunctions/incidents.
- (5) The provisions of German road traffic law, in particular the German Road Traffic Regulations (Straßenverkehrsordnung), apply throughout the university grounds and are therefore binding for all road users. Entering, driving and parking in the campus area, the university parking lots and underground garages is at one's own risk. The university parking rules shall apply: [www.uni-kiel.de/fm](http://www.uni-kiel.de/fm) Illegally parked vehicles may be towed at the owner's expense. Illegally parked bicycles may be removed subject to a charge and handed over to the City of Kiel's lost property office.
- (6) The university will not accept any liability for damages to bicycles or motor vehicles parked on the university campus area.

## **Section 5 – Activities subject to approval/authorization**

The following activities scheduled/planned to be staged on university campus areas require prior approval:

- (1) the distribution of pamphlets, flyers and handouts,
- (2) posting placards and notices with the exception of private classified ads and notices at the designated venues (bulletin boards),
- (3) installation of information and sales stands as well as any kind of selling and distribution of goods and similar items,
- (4) collecting commercial orders,
- (5) conducting surveys or polls (except for the purposes of research and teaching)
- (6) live music, performances, events and demonstrations,
- (7) photographing, filming, audio recordings (of campus events)
- (8) using civilian drones (see Appendix)
- (9) any changes to use of rooms (also see Section 3 (1))
- (10) all non-curricular or non-teaching events. Kiel University's rules and regulations on making rooms and facilities available (Nutzung- und Überlassungsordnung) shall apply.

Any application for approval/authorisation has to be submitted to Facility Management; the approval/authorisation will be granted by the respective competent office. You can find further information on the responsible departments here: [www.uni-kiel.de/fm](http://www.uni-kiel.de/fm).

## **Section 6 - Inadmissible activities**

The following activities suited to endanger public security and order are inadmissible in the geographical scope of these house rules:

- (1) blocking emergency escape routes and fire brigade access paths,
- (2) carrying weapons and dangerous objects of any kind as well as combustible and explosive materials except for research and teaching purposes,
- (3) selling and consuming narcotics and alcoholic beverages. Exceptions apply to the consumption of alcoholic beverages if approved for particular events.
- (4) smoking in buildings and other entirely enclosed premises with the exception of defined smoking areas, open fire in buildings e.g. candles/tea candles as well as preparing foods outside designated rooms and installations.
- (5) begging and molesting persons,
- (6) parking motor vehicles, bicycles or other vehicles outside designated areas,
- (7) riding bicycles, roller-skating, rollerblading, riding scooters, skateboards etc. in campus buildings,
- (8) soiling, damaging or misusing surfaces, ceilings, walls and equipment, furniture, e.g. graffiti, painting or lettering,
- (9) bringing dogs or other animals into campus buildings. This shall not apply to animals needed for research and teaching purposes as well as guide

dogs and recognised assistance dogs. Sections 1, 2, 15 and 18 of the dangerous dogs act (Gefährhundegesetz; GefHG) apply without any restrictions. When entering or crossing the campus area, dogs must be put on a leash; any dog excrement must be removed.

- (10) illegal waste disposal,
- (11) loitering or wild camping, in particular staying overnight,
- (12) sexual harassment of any person,
- (13) discriminating any person due to race, ethnic and/or social origins, gender, religion or political convictions, any disability or chronic illness, age and/or sexual orientation or identity,
- (14) making video recordings/photographing in areas where this is explicitly banned (sports forum, gyms and swimming pools/halls and locker rooms/changing areas). Exceptions apply e.g. to accredited public media coverage of sports events.

### **Section 7 - Penalties**

- (1) The domiciliary rights officers are authorised to issue instructions required to maintain safety and order. They are in particular authorised to expel troublemakers and harassers from the buildings.
- (2) If there is a violation of the house rules outside opening hours or if a person authorised to act as a domiciliary rights officer (see Section 2) cannot be reached within a reasonable period of time, the caretakers and security personnel are authorised to issue preliminary instructions, in particular to expel troublemakers and harassers from the building. The incident will be recorded and will immediately be communicated to the person authorised to act as a domiciliary rights officer.
- (3) The President shall be the only person authorised to issue a house ban extending for more than one day.

### **Section 8 - Key management**

- (1) The Central Administration (Facility Management, Department for Technical Operation and Service) shall be responsible for managing keys.
- (2) A key log will be kept to record all issuing of keys or electronic access chips. Keys/chips will be issued to university staff or other university members or associates only for such period and use as their respective supervisors and/or superiors deem necessary for their respective professional activity. Those persons continually using the building may be issued keys/chips for an extended period of time, under due consideration of security requirements. These keys/chips may not be passed on to third parties.
- (3) Building keys or access chips must be kept in a safe place; the key management officer must immediately be notified of any loss. The key owner/holder shall be liable for lost keys in compliance with legal regulations.
- (4) The keys shall be immediately returned as soon as the reason for making such key available ceases to exist.

## **Section 9 - General safety and order regulations**

- (1) The pertinent regulations on building safety and on the use of the university's facilities and equipment must be observed. This applies in particular to
1. the fire-prevention regulations in effect for all buildings owned by the federal state and any other buildings, facilities and equipment used by the federal state as well as the respectively valid CAU fire-safety regulations adopted by the University Board on the basis of these guidelines,
  2. the respective venue regulations apply for the use of lecture halls, in particular the ordinance on the building and operation of places of public assembly (Versammlungsstättenverordnung – VStättVO),
  3. the accident-prevention regulations and other pertinent regulations promulgated by Unfallkasse Nord as well as statutory work, accident and environmental regulations regarding the prevention of accidents, health risks and the protection of the environment. More information is available from the Central Unit: Safety Engineering (Stabstelle Sicherheitsingenieur).
- (2) Any protective devices and other technical installations designated for the prevention of accidents may not be manipulated or removed. Any misuse is prohibited. Wherever possible, defects and impairments must be immediately rectified or must be communicated to competent authorities/departments (e.g. theft, technical malfunction, etc.).

## **Section 10 - Lost property**

The guideline promulgated by Kiel University for handling lost property will be in effect for dealing with property lost on the campus area: <http://www.uni-kiel.de/gf-praesidium/de/recht/interne-richtlinien/fundsachen.pdf>

## **Section 11 - Supplementary provisions**

Any supplementary regulations and user guidelines in effect for particular buildings, building sections, facilities and university institutes must be observed.

## **Section 12 - Entry into force**

These rules enter into force as of 23.11.2016.

Kiel, dated



Prof. Dr Lutz Kipp,  
President of Kiel University