

Guidelines for exercising authority over house rules at Weihenstephan-Triesdorf University of Applied Sciences

(House rules)

dated 19 December 2018

adopted by university management on 19 December 2018

Section 1 Intended purpose

- (1) These guidelines apply to all buildings and the whole university site at its locations in Weihenstephan, Triesdorf and Schlachters. Adherence to these guidelines is obligatory for all members of the university.
- (2) The purpose of the house rules is to maintain and protect peace and order at the university, ensure that the higher education facilities are run in an orderly and undisturbed manner and for their intended purpose, and avoid disturbances around the university and the sites and buildings it uses and manages.

Section 2 House rules

The President exercises authority over house rules.

Section 3 Transferring authority over house rules

- (1) In order to ensure that house rules are complied with and monitored, the President appoints the following persons to exercise authority over house rules:
 - a) In all facilities of the university, authority over house rules is assigned to the head of each organisational unit.
 - b) In all rooms in which teaching takes place, authority over house rules is assigned to whoever is chiefly responsible for teaching that class for the respective period of time.
 - c) During meetings of official bodies, committees, commissions and other university panels, the chairperson exercises authority over house rules in the respective meeting room.

- d) For all matters relating to estate, authority over house rules is assigned to the Chancellor and head of the principal area or somebody appointed by them.
 - e) Otherwise, authority over house rules is generally exercised by the President or, in individual cases, appointed members of the university.
 - f) If, in individual cases, multiple people are responsible for exercising authority over house rules, they must work together.
- (2) The President can claim the right to exercise authority over house rules at any time, even if this right has been previously transferred.

Section 4 House bans

House bans can be issued verbally for a specific and current disturbance demanding immediate removal of the person responsible in accordance with Section 3. A house ban in effect beyond the day of the disturbance must be declared by the President in writing. The President is responsible for reporting offences due to breaching the peace; in emergency situations, the person responsible in accordance with Section 3 can also report offences to gain police assistance.

Section 5 Use of rooms and furniture

- (1) Every building user must conduct themselves in a way that does not disturb or inconvenience others.
- (2) Buildings, facilities, equipment and systems should only be used for their intended purpose. Rooms and fixtures should be treated with care and left in a clean state after use.
- (3) Waste should only be disposed of using the waste separation system set up and it should be ensured that the waste is separated correctly.
- (4) The respective user is responsible for locking offices, cupboards and desks, as well as switching off electricity sockets and closing windows when leaving the room. Anybody opening up buildings outside of opening times is also responsible for locking them again promptly afterwards. If an event is taking place, the head of the event is responsible.
- (5) Granting the use of university rooms and facilities for non-university use must be in compliance with special guidelines.
- (6) Das Mitbringen von Tieren (ausgenommen Blindenhunde) in die Gebäude A1, A3, A5 und C4 (jeweils Campus Weihenstephan) ist nicht gestattet. Auf dem gesamten Gelände der Hochschule dürfen Tiere nicht frei laufen. Tierhalterinnen und -halter sind für die Beseitigung von Tierfäkalien zuständig. Zuwiderhandlungen werden angezeigt.

Section 6 Smoking and alcoholic drinks

Smoking is not permitted in any university buildings or rooms, including hired buildings. The consumption of alcoholic beverages is not permitted in lectures or seminars.

Section 7 Photography, sound recording and filming

- (1) Photography, sound recording and filming are not permitted during university events. However, the person in charge of the event can permit it as an exception at their discretion.
- (2) Commercial photography or filming of buildings, facilities, equipment and systems requires authorisation and may be subject to a charge. Applications must be made to principal area 6 (Weihestephan campus) or principal area 5 (Triesdorf campus).

Section 8 Lost property

Lost property found within the university buildings, on outside staircases and in inner or outer courtyards can be handed into:

- a) Weihestephan campus – the Helpdesk (A5.209), the Student.Services office (A6.203) or the university library issue desk
- b) Triesdorf campus – the Student.Services office (Building F)
- c) the Department Chair's Office Finders are not entitled to a reward.

Section 9 Opening times

- (1) As long as no other provisions have been made, the university buildings are open at the following times:
Monday to Friday: 6:30 a.m. to 8:00 p.m.
- (2) Any deviations from this will be published on the website homepage or a notice will be placed at the entrance to the respective building.
- (3) For environmental and economical reasons, the heating supply is restricted outside of opening hours.
- (4) Employees or representatives of the principal area for all matters relating to estates are instructed to find out the names of any persons found to be in the buildings outside of opening hours without a staff card, and, if necessary, request that they leave the building.

Section 10 Traffic regulation

- (1) Road traffic regulations apply on the university site.

- (2) The parking of vehicles is only permitted in the parking spaces expressly intended for this and with the respective parking permit, if required. The marked escape routes must be kept clear at all times. Illegally parked vehicles may be removed at the expense of their owner. Any existing parking permits may also be withdrawn in such a case.

Section 11

Putting up posters, advertising facilities and trading goods

- (1) Putting up posters and notices for official purposes and non-commercial purposes does not require authorisation. Putting up posters and notices for commercial purposes is usually subject to a charge and always requires authorisation from the principal area 6 (Weihenstephan campus) or principal area 5 (Triesdorf campus).
- (2) The posters and notices may only be attached to the noticeboards or display cases intended for them. Posters relating to certain events must be removed by the event organiser no later than one day after the event.
- (3) The university is not liable for posters. In particular, no claims for damages can be made against the university relating to the hanging of posters or notices. The university is entitled to take down posters and notices and prohibit them from being put up.
- (4) In the buildings of the university and on the university site, attaching and putting up advertising and stands, and distributing promotional materials of any kind is usually subject to a charge and always requires authorisation by the principal area 6 (Weihenstephan campus) or principal area 5 (Triesdorf campus).
- (5) In the buildings of the university and on the university site, setting up vending machines or reverse vending machines, and selling goods for private or commercial purposes is usually subject to a charge and always requires authorisation by the principal area 6 (Weihenstephan campus) or principal area 5 (Triesdorf campus).
- (6) Corridors, escape routes and safety facilities must be kept clear and operational. Escape route signs, fire extinguishers, emergency exits and glass doors should not be covered by posters or notices.

Section 12

Final provisions

- (1) The environmental, health and safety, and accident prevention regulations in force at the university remain unaffected.
- (2) These house rules enter into force on 1 January 2019 and replace the existing house rules from 14 January 2014.

Freising, 19 December 2018

Dr. Eric Veulliet
President