

General house rules
for buildings, rooms and the university grounds
the University of Bremen

Preamble

To ensure the orderly operation of the University, the Rector has issued the following General House Rules in accordance with § 81 (3) sentence 3 and sentence 4 BremHG:

I. General part

§ 1

Scope of application

(1) These house rules apply to all buildings used by the University of Bremen and the university campus (see appendix). They apply to all persons staying there and are recognized upon entering the university premises. The university premises and buildings are used exclusively for the fulfillment of the university's tasks as defined by the Bremen Higher Education Act. It is not permitted to remain on the university premises or in the buildings for any other purpose. Exceptions require prior approval.

(2) Supplementary regulations may apply to individual buildings, parts of buildings and laboratories.

§ 2

Domestic authority

(1) The Rector has domiciliary rights in accordance with § 81 Paragraph 3 Sentence 3 BremHG. He or she may transfer this right.

The exercise of domiciliary rights is also entrusted to:

- the Chancellor of the University,
- the management of Department 4 (Technical Operations and Construction),
- Employees of the Building Services Engineering unit in Department 4,
- Employees of the security service commissioned by the university (in accordance with the regulations in the service instructions),
- Deans for areas directly allocated to the departments,
- the management of the institutes / scientific facilities for the areas assigned to them,
- chairing the meeting rooms during meetings of bodies and committees,
- Teachers in the context of their courses for the event rooms they use,
- responsible users in the event of use by third parties (see § 6 Events).

(2) The house rules in the canteen and the cafeterias of the Studierendenwerk are exercised by employees of the Studierendenwerk, in all other cafeterias, stores etc. by the respective tenant.

§ 3

Authorized access / opening hours

(1) Only members and affiliates of the University and visitors are permitted to use the University buildings and the University grounds for information and business purposes. Persons who do not have a legitimate interest may be expelled from the university buildings and/or the university grounds by the person exercising domiciliary rights.

(2) The university buildings are generally open from 6:00 a.m. to 8:00 p.m. on weekdays. Different arrangements are possible in individual buildings or during the lecture-free period. The buildings must be kept locked outside of opening hours.

(3) If access to university buildings is possible outside the general opening hours, the presentation of an employee or student ID card and written registration or deregistration in a visitor list may be required for access.

§ 4

Security and order

(1) Buildings, facilities, equipment and installations may only be used for their intended purpose. Exceptions require the prior consent of the Rector.

(2) All members, relatives and visitors to the University are obliged to ensure that damage of any kind, in particular through fire, theft, burglary or damage to property, is avoided and that all rooms and their inventory or other facilities are used properly.

§ 5

Punishment of violations / house bans

(1) The persons authorized to exercise domiciliary rights are entitled to issue appropriate orders and take measures to maintain security and order. In particular, they have the right to expel troublemakers from the building and the university grounds. Damage, including increased cleaning costs, must be compensated by the person responsible.

(2) House bans can be issued verbally by the responsible persons named under § 2 paragraph 1 in the event of a concrete and immediate disturbance, the elimination of which cannot be delayed.

(3) All other bans must be issued in writing. The rector is responsible for issuing written bans.

(4) The right to file criminal charges for trespassing, damage to property and other criminal offenses in connection with domiciliary rights lies exclusively with the Rector, the Chancellor and the head of Department 4.

§ 6

events

The organization of events in the buildings and on the university campus requires prior approval from the responsible office. Information on responsibilities can be obtained from the Events Office in Department 5 (IT, Media Infrastructure and Central Services).

§ 7

Posters, advertising systems, goods trade

(1) Commercial notices and posters are generally subject to approval and costs. Prior approval is granted by Department 3 (Budget and Finance) or the commissioned marketing company. Consent must be presented on request.

(2) Non-commercial notices, posters and event announcements may only be displayed on the notice boards and surfaces provided for this purpose in order to prevent damage to the surface. In the event of non-compliance, the costs of removing the posted notices and repairing the damage to the mounting surfaces must be reimbursed by the person responsible. Notices relating to specific events / dates must be removed no later than the day after the event.

(3) Advertising installations of any kind, as well as the sale of goods and the installation of vending or reverse vending machines, are also subject to approval and costs. Prior approval is granted by Department 3 and must be presented on request.

§ 8

Safety, escape routes and safety equipment

(1) Corridors, escape routes, safety equipment, assembly points and fire department access routes must be kept clear and in working order. Blocking escape routes and emergency exits is prohibited.

(2) Escape route signs, fire extinguishers, emergency exits and glass doors must not be obscured, in particular by posters and notices.

§ 9

Activities requiring approval and unauthorized activities

(1) The distribution of flyers and leaflets, brochures and advertising materials etc. requires the prior approval of Department 3. This also applies to the organization of collections. Excluded from this are activities of student or university political groups within the scope of the permissible performance of duties as well as activities that are justified by research and teaching.

(2) On the university premises and in the buildings and rooms of the university, any behavior that is likely to disrupt the security and order of university operations is prohibited. These are violations of the prohibitions stated in these regulations and in particular:

1. Contamination of any kind,
2. Begging and peddling,
3. Avoidable noise pollution.

II. Use of the buildings

§ 10

Use of the rooms and furnishings

(1) Buildings, facilities, equipment and installations may only be used in accordance with their intended purpose. Safety regulations must be observed. The supplementary regulations (e.g. fire safety regulations, laboratory regulations) that exist for individual parts of the building, special facilities, institutes and laboratories must be observed. Attention is drawn to compliance with the general regulations of accident, fire and regulatory law.

(2) University rooms, facilities and equipment must be treated with care. Care must be taken to maintain cleanliness and hygiene.

(3) The responsible persons are obliged to ensure that the windows are closed and the lights are switched off at the end of use. Energy-efficient behavior must always be observed.

(4) The use and carrying of two-wheelers as well as the use of inline skates, roller skates, skateboards or similar is not permitted in the university buildings. The parking of bicycles in the buildings and in or in front of the entrances is not permitted.

(5) The use of private electrical appliances is generally prohibited. Only the use of devices with low energy consumption is permitted (telephones, laptops, coffee machines, kettles, electric wheelchairs, not: refrigerators and microwaves). The use of the devices used and these themselves must comply with safety requirements.

(6) The building and room keys (mechanical and electronic) are managed by Department 4 or the respective department. Passing on keys or electronic locking authorizations is only permitted with the express prior consent of the office issuing the key. The installation of other or additional locking devices in buildings or rooms is prohibited.

§ 11

Accessibility

Facilities for barrier-free access, such as special access routes, ramps, signs, markings, door openers, etc., must be kept free and in working order.

§ 12

Smoking ban

(1) Smoking - including e-cigarettes - is prohibited in all university buildings.

Note: Other regulations may apply in privately operated catering establishments in university buildings.

(2) The use of intoxicating substances, including cannabis, is prohibited in all buildings and on the grounds of the University.

§ 13

Alcohol ban

(1) The consumption of alcohol is prohibited in university buildings. There are exceptions for privately operated catering establishments in the university buildings. Further exemptions are granted by the Chancellor.

(2) All employees of the University are prohibited from consuming alcohol in the buildings and on the grounds of the University during working hours.

§ 14

Bringing animals

(1) Animals may not be brought into the buildings and rooms of the University (exception: official necessity).

(2) Exceptions apply to - clearly recognizable - guide dogs, therapy and assistance animals with appropriate proof. Guide dogs for the blind and therapy and assistance animals must be kept on a lead or therapy and assistance animals that cannot be kept on a lead must be walked without endangering third parties. The animal owner is responsible for the removal of faeces.

§ 15

Weapons

The carrying of weapons of any kind is prohibited.

§ 16

Photography and filming

Photography, radio and television recordings by the press in university buildings are generally subject to approval and require prior consultation with the Press Office. Commercial photography, radio and television recordings are subject to approval and fees. Prior consent is granted by Department 3. The personal rights of the individual must be respected for all film, radio and photo recordings.

III. Use of the outdoor facilities

§ 17

Green spaces, paths in the outdoor facilities and in the campus park, bodies of water

The green spaces are to be treated with care. The following applies in particular:

1. it is forbidden to leave garbage of any kind behind.
2. trespassing on plantations, especially in the vicinity of water bodies, is prohibited.
3. Driving on the paths with motor vehicles of any kind is prohibited.
4. The erection of tents or other dwellings is not permitted. Special permits must be applied for from Department 4.
5. The removal of benches, chairs, garbage cans etc. is not permitted.
6. Bathing in the waters of the university or navigating these waters with watercraft of any kind (including model boats) is not permitted.
7. lighting fires or barbecues is only permitted with the prior consent of Department 4.

§ 18

Unmanned flying objects (drones, model airplanes, etc.)

Flying over the university campus with model airplanes, drones or other aircraft is not permitted. Exceptions for university purposes are granted by Department 4. In the case of drone flights, the respective legal requirements for the ascent of unmanned aerial systems must be observed.

§ 19

Use of roads and paths (parking etc.) on the university campus

(1) The rules of the road traffic regulations apply on the roads and paths of the University. Vehicles may only be parked in the parking spaces expressly provided for this purpose. The University's parking spaces are subject to charges. In addition, the contractual conditions of the parking space management company apply.

(2) Illegally parked vehicles of any kind will be removed at the expense of the vehicle owner.

(3) Cycling on footpaths, including the boulevard, is prohibited.

IV Final provisions

§ 20

Lost property

Lost property must be forwarded to the University's lost and found office. After one month, all lost property will be handed over to the City Office - Lost Property Department.

§ 21

Limitation of liability

(1) The University shall only be liable for personal injury, property damage or financial loss caused by its staff in cases of willful intent or gross negligence. This limitation of liability is recognized as binding upon entering the university premises.

(2) It also applies to damage to vehicles of all kinds that occur when using the university premises. No liability is accepted for the destruction, damage or loss of items brought onto the premises.

§ 22

Entry into force

The General House Rules for Buildings, Rooms and the University Campus of the University of Bremen come into force on the date of signing.

Bremen, 26.04.2024

Rector of the University of Bremen

