

# House Rules

## for the Buildings, Building Sections, and Premises of the University of Potsdam

as of April 17, 2020

In accordance with Section 65 para. 1 no.6 of the Brandenburg Higher Education Act (BbgHG), the President decreed the following house rules on April 17, 2020:

### Contents

- § 1 Scope
- § 2 Domiciliary Rights
- § 3 Locking Devices (Keys, Cards, Chips)
- § 4 Safety, Order, and Cleanliness
- § 5 Unauthorized Activities and Those Requiring Permission
- § 6 Use of Rooms
- § 7 Bicycles and Motor Vehicles
- § 8 Lost Property
- § 9 Disciplinary Actions in Case of Infringements
- § 10 Effective Date

### § 1 Scope

The house rules apply to the entire premises of the University of Potsdam, including all state-owned and leased buildings or building sections.

### § 2 Domiciliary Rights

(1) The President has the domiciliary rights. She/he may delegate the exercise of domiciliary rights to members of the university. Such delegated authority is revocable.

(2) By order of the President, domiciliary rights are exercised in particular by:

- a) the Chancellor,
- b) deans for the use of buildings and rooms assigned to their faculty,
- c) managing directors for the buildings and rooms assigned for direct use by their institute or institution,
- d) heads of university institutions for the respective areas of the institutions, heads of divisions/ heads of departments for the respective rooms and facilities of the university administration,
- e) heads of the relevant facility management at the locations of the University of Potsdam,
- f) chairpersons in charge of meetings of institutions, executive committees,

- g) commissions, and other bodies of the university while the rooms are used,
- g) teaching staff at the university in the rooms used by them for the duration of their lecture or class
- h) the organizer named in the case of a third-party event who is responsible in accordance with Section 8 para. 2 and 3 of the "Guidelines for the Assignment of Rooms and Facilities to Third Parties", for the duration of the event.

(3) In the case of letters a – h, a ban on entering the premises is excluded. In the case of letters f – h, exercising domiciliary rights is limited to asking persons acting against the house rules to leave the room.

### § 3 Locking Devices (Keys, Cards, Chips)

(1) Every owner of a locking device is required to lock entrance doors after entering or leaving buildings of the university outside opening hours.

(2) All locking devices are to be returned upon termination of employment. Facility management must be informed immediately if a locking device is lost.

### § 4 Safety, Order, and Cleanliness

(1) All university members are obligated to pay special attention to their working environment (persons, property, and rooms) to prevent health hazards and any kind of damage, especially by fire, theft, and property damage, and to ensure that technical facilities are used properly.

(2) Orders and instructions of the domiciliary rights delegates in accordance with Section 2 para. 2 hereof must be observed.

(3) In the event of imminent danger to life and limb, the police or rescue services or the fire department must be called. In these cases and in the event of other serious disturbances of the order, the technical center of the Facility Management of the University of Potsdam (HGP) must be informed immediately.

(4) Cleanliness must be ensured in all rooms, corridors, and staircases.

(5) Smoking, including e-cigarettes, and open flames are prohibited in publicly accessible areas (lecture halls and classrooms, common areas, library, research, workshop, laboratory and circulation areas) in all buildings of the university – also during breaks.

(6) The rooms are to be sufficiently ventilated, open windows are to be locked in place if possible.

(7) The respective users are responsible for locking rooms and offices as well as cabinets and desks and for switching off the lights and closing the windows when leaving the rooms. Rooms must be locked even when only left for a short time to prevent theft.

(8) Any damage, malfunctions of the building equipment and appliances, or other irregularities must be reported without delay to the technical center (Facility Management Potsdam of the University of Potsdam).

(9) Escape routes must be kept clear. It is forbidden to keep building access doors, fire doors, and other doors for smoke and fire protection with door closing function open by using wedges or similar items.

#### **§ 5 Unauthorized Activities and Those Requiring Permission**

- (1) Approval is required for the following activities on the premises operated by the University of Potsdam:
1. posting of notices or posters,
  2. distributing leaflets or flyers,
  3. organizing collections,
  4. events not related to the university itself,
  5. erecting information desks or sales stalls as well as selling or distributing goods or collecting orders,
  6. taking photos, video or audio recordings during courses and events of the university.

The university reserves the right to report such activities if it is suspected that content relevant in terms of criminal law is being disseminated.

- (2) It is prohibited to:
1. use roller skates, inline skates, skateboards or similar equipment inside buildings,
  2. bring private pets, except therapy pets,
  3. block escape, fire, and smoke protection doors,
  4. modify buildings and facilities without authorization.

#### **§ 6 Use of Rooms**

Unauthorized persons are not permitted to enter offices, service and technical rooms, laboratories, workshops and staff lounges.

When staff members are absent, offices are to be entered only for urgent official reasons; the regulations on data protection are to be observed.

#### **§ 7 Bicycles and Motor Vehicles**

Motor vehicles and bicycles are to be parked in the designated areas in such a way that they do not cause any obstruction, hazards, or damage to persons or property. Escape routes and fire department access roads and deployment sites must be kept accessible.

#### **§ 8 Lost Property**

Lost items must be handed over to the respective security guards in their capacity as an extension of the lost and found office or to the lost and found office of the University Facility Management of the University of Potsdam.

#### **§ 9 Disciplinary Actions in Case of Infringements**

- (1) In the event of violations of the house rules, the following procedure shall be followed taking into account the principle of proportionality:
1. Admonition in the case of minor violations,
  2. In case of other violations, students and persons who are not members of the university may be temporarily expelled from the buildings and/or the university grounds. Employment law measures or disciplinary measures may be taken against university employees.
  3. A ban on entering the premises may be imposed in serious cases.

(2) The president is responsible for enforcing the house rules, in particular maintaining security and order. In case of imminent danger, every university employee and the employees of the security company commissioned by the University of Potsdam are entitled to take those measures that are appropriate and necessary to avert danger and damage to the university. The Division of Human Resources and Legal Affairs must be informed immediately.

(3) The President reserves the right to report criminal offenses against the university and its facilities.

#### **§ 10 Effective Date**

These house rules become effective on the date they are published in the Bulletin of the University of Potsdam.

This English version of the “Hausordnung” is intended solely for information purposes.  
Only the German version of the House Rules is legally binding.

Potsdam, April 17, 2020

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Prof. Oliver Günther, Ph.D.  
President