

## House rules

In accordance with § 17 (8) of the law governing institutions of higher education in the state of Baden-Württemberg (LHG), the Rector on 26 July 2016 approved the following house rules:

### § 1 Area of application

The house rules apply to all buildings, parts of buildings and properties used by the University of Stuttgart or made available by it. Excluded from this are: the High Performance Computing Center Stuttgart (HLRS), Technologiezentrum, the guesthouse (Gastdozentenhaus), and Student Services (Studierendenwerk).

§ 2 The holder of domiciliary rights is the Rector and persons authorized by him. Such authorized persons are in particular:

1. Deans, for rooms assigned to their faculty for immediate use,
2. Heads of university institutions for the area of their respective institutions,
3. Respective persons in charge of conducting university courses in the rooms used by them for the duration of the course,
4. Respective invigilators of university examinations in the rooms used by them for the duration of the examination,
5. Heads of meetings of university organs, committees, commissions and other bodies of the University in the rooms used by them for the duration of the use,
6. Heads of Division VI Engineering and Constructions, heads of the TGM and IGM, and Division VI maintenance service employees for the rooms located in their area of responsibility.

### § 3 Opening hours

- (1) University buildings are open Monday through Friday, 7:00 a.m. to 7:00 p.m., unless other arrangements are made.
- (2) Regulations deviating from these times will be announced by notice in the entrance area of the respective building.

### § 4 Safety and order

- (1) The university's buildings and parts of buildings may only be used for teaching and other official purposes. Structural changes may only be carried out in conjunction with the building authority.
- (2) Every user of the building must behave in such a way that others are not disturbed or inconvenienced. The facilities are to be treated with care and used according to their intended purpose.
- (3) Orders issued by Division VI staff, particularly those relating to the maintenance of order, including cleanliness, quiet and safety, must be obeyed.
- (4) Cleanliness is to be observed in all rooms, corridors and stairways; waste is to be thrown into the containers provided. The university's waste concept is to be observed.

(5) It is prohibited to keep open building access doors, fire compartment doors and other doors with a door closing function by wedging or any similar means. Escape routes must be kept clear at all times. Walking on the flat roofs with a gravel surface is prohibited.

(6) Smoking and open fires are prohibited in university buildings. The university's fire safety regulations must be observed.

(7) The rooms are to be sufficiently ventilated; open windows are to be secured in place if possible. Users must close windows and retract external blinds, both upon leaving the rooms as well as during rain, snow and storms.

(8) The authorized persons are responsible for locking the institute and seminar rooms, duty rooms, etc. and for the safe storage of valuables, as well as for switching off the lighting and electrical devices. The lecture halls are to be vacated at the end of the teaching session.

(9) All members and affiliates of the University of Stuttgart must take all possible steps to ensure that damage of all kinds, especially caused by fire, theft or burglary, is prevented and that all technical equipment is used correctly. Damage, abnormalities and unusual incidents are to be reported to the Vaihingen control room (0711/685-64001) or the Stadtmitte control room (0711/685-83020).

(10) External companies are obliged to register with the control room in accordance with the guidelines for external companies. External company IDs must be worn visibly.

#### § 4a Prohibition of weapons and comparable objects, ammunition and hazardous chemicals

(1) Where the house rules apply, the carrying of weapons and objects as defined in § 1 (2) WaffG is prohibited. This applies also to private individuals with an official permit (hunting license/ weapons license/ small arms license). The ban also includes ammunition, the carrying or use of fireworks and dangerous chemicals.

(2) Exempt from the ban are police and security services in the course of their official duties, and the handling of chemicals in the course of research and teaching in compliance with relevant safety regulations. Internal exceptions (e.g. for sports or theater events) may be granted by the university management.

#### § 5 Activities requiring approval; unauthorized activities

(1) On the properties administered by the university, the following require permission: 1. the posting of notices or posters, 2. the distribution of handbills or leaflets, 3. the organization of collections, surveys or elections, 4. events of a non-university nature, 5. religious events or meetings, 6. setting up information or sales stands, advertising, any kind of sale, distribution of goods or collection of orders, 7. photography, filming and sound recording for commercial purposes, 8. changes in the use to which rooms are put. Application for approval must be made to Division VI.

(2) Inadmissible are: 1. party political activities, 2. the use of roller skates, in-line skates, skateboards, 3. begging or peddling, 4. spray painted pictures, 5. bringing privately owned animals, 6. the use of sanitary facilities in university buildings by persons who are not members or guests of the university.

#### § 6 Bicycles and motor vehicles

(1) Bicycles may not be brought inside buildings. Bicycles must be parked in the areas provided for this purpose in such a way that they do not cause any obstruction, danger or

damage to property. Bicycles may not be parked in the buildings or in/ in front of the entrances; escape routes and fire department access routes must be kept clear under all circumstances.

(2) Bicycles parked illegally or bicycles that are obviously to be disposed of may be removed and stored; the owner will incur a fine. Damage to the bicycles or security devices caused by removal is not unlawful and therefore does not give rise to liability for damages. Removed bicycles will be kept for a period of four weeks and released to the person who can credibly prove her/himself to be the rightful owner. After the expiry of the above-mentioned period, bicycles thus removed and stored may be recycled or disposed of, with any profit going to the state of Baden-Württemberg.

(3) The university parking regulations apply. In order to maintain smooth operations, vehicles of any kind parked illegally and obstructing traffic may be towed away at the owner's expense.

#### § 7 Lost property

(1) Lost and found items are to be handed in at the building maintenance offices (Zentrale Hausservicebereichen). In the city center this is at Keplerstrasse 11; in Vaihingen at Pfaffenwaldring 55.

(2) Lost property will be stored by the university for a period of eight weeks and will be returned to the person who can credibly show that he or she is the rightful owner. After the expiry of the above-mentioned period, lost property may be recycled or disposed of, with any profit going to the state of Baden-Württemberg.

#### § 8 Punishment of violations

A person or persons violating these regulations may be banned from university buildings. In all other respects, the general criminal and regulatory laws apply.

#### § 9 Other provisions and orders

Existing supplementary provisions and orders for facilities, rooms, parking lots, and outdoor areas of the University of Stuttgart, as amended from time to time, shall continue to apply and must be observed.

§ 10 Effective date These house rules are effective as of July 26, 2016.

Stuttgart, 26 July 2016

Professor Dr.-Ing. Wolfram Ressel  
Rector