



# HOCHSCHULE OSNABRÜCK

UNIVERSITY OF APPLIED SCIENCES

## Campus and House Rules

Adopted and approved by the University Steering Committee of Osnabrück University of Applied Sciences on January 15, 2020 with the consent of the Staff Council of Osnabrück University of Applied Sciences on June 16, 2020, published on June 18, 2020.

The University Steering Committee of Osnabrück University of Applied Sciences has adopted the following Campus and House Rules in accordance with Section 37(3) of the Lower Saxony Higher Education Act (NHG).

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### Section 1 Scope

- (1) These House Rules apply to all buildings, parts of buildings, and grounds used and managed by Osnabrück University of Applied Sciences. They are designed to ensure safety and order at the university and are intended to help ensure that the university can fulfill its responsibilities.
- (2) The university's sites are in many cases characterized by outdoor areas and, in some cases, buildings that are accessible to members and employees of the university as well as to the general public. As a result, many areas are used not only for illustrative purposes in teaching, applied research, and self-study by students, but also for recreation by all visitors. The following rules are established in the interest of friendly cooperation among all users of these areas and for the maintenance of these facilities.

- (3) The House Rules are legally binding for all members and employees of Osnabrück University of Applied Sciences; by entering the university premises, all visitors accept these House Rules as binding.

## **Section 2     Domiciliary Rights**

- (1) The University Steering Committee, represented by the President, shall exercise domiciliary rights in accordance with Section 37(3) NHG.
- (2) Domiciliary rights shall be exercised by the Head of Facility Management as the permanent representative of the President. The Head of Facility Management may delegate the exercise of domiciliary rights to other persons. Such delegation shall be in writing.
- (3) The following persons are also entitled to exercise domiciliary rights
  - Deans for the buildings, parts of buildings, and grounds assigned to their faculty for direct use
  - Course/event leaders for the duration of classes/events, especially courses, for the room and outdoor areas used, as long as there is a threat or existence of disruption to the proper functioning of teaching, learning, and research operations
  - Janitorial service staff.
- (4) In the event of a conflict of policy, the decisions and actions of the University Steering Committee shall prevail over those of the individual person entitled to exercise domiciliary rights.
- (5) After closing time, it is the responsibility of the janitorial service staff on duty to exercise the House Rules. They can be reached at the on-call numbers.
- (6) On the basis of the delegated domiciliary rights, the person entitled to exercise domiciliary rights may issue a verbal temporary ban from the premises in the event of a specific and actual disturbance, the elimination of which cannot be delayed. All other bans from the premises must be issued in writing by the Head of Facility Management.

## **Section 3     Opening Hours, Classes/Events**

- (1) Opening hours for individual buildings and parts of buildings will be announced separately.
- (2) Classes/events after 8pm and on weekends must be registered by email: [Raumreservierung@hs-osnabrueck.de](mailto:Raumreservierung@hs-osnabrueck.de) or by calling 3029 or 3480.
- (3) In all other respects, classes/events shall be governed by the Regulations governing the Conditions for the Use and Provision of Facilities and the Use of Services of Osnabrück University of Applied Sciences and the Charging of Fees in accordance with Section 13(9) NHG (Regulations on Use and Fees).

## **Section 4     General Rules of Conduct**

- (1) Each user must behave in a manner that does not disrupt teaching, learning, or research operations, other authorized events, and other services.
- (2) Rooms and inventory shall be treated with care.
- (3) Users are responsible for locking their workspaces, cabinets, and desks, and for turning off lights and closing windows when leaving the premises. Anyone who unlocks a building after hours is responsible for ensuring that the building is locked without delay. Keys must be kept in a safe place and lost keys must be reported immediately to [schliessanlagen@hs-osnabrueck.de](mailto:schliessanlagen@hs-osnabrueck.de).
- (4) Users are not allowed to bring their own furniture and equipment into university rooms without permission from their supervisor. Private electrical appliances – es-

pecially coffee machines, water heaters, and radios – may only be operated in accordance with the Fire Safety Regulations of Osnabrück University of Applied Sciences. No liability is accepted for damage, loss, or destruction of these items.

- (5) Damage to inventory used for official purposes, especially furniture, fixtures, and equipment, must be reported immediately to [schaden@hs-osnabrueck.de](mailto:schaden@hs-osnabrueck.de). The same applies in the event of theft. Any damage or defects to the building must be reported immediately to [schaden@hs-osnabrueck.de](mailto:schaden@hs-osnabrueck.de).
- (6) It is strictly prohibited to bring animals into the university buildings, with the exception of guide dogs for the blind and disabled. Other exceptions will be made on a case-by-case basis; requests must be submitted in writing to Facility Management through the Dean or Senior Vice President.
- (7) Bicycles of any kind (including service bicycles), scooters, electric scooters, and similar items may only be parked in the spaces or rooms provided for this purpose. It is not permitted to park in or in front of building entrances.

## **Section 5      Use of Outdoor Areas**

- (1) The use of outdoor areas in the sense of Section 1(1) is permitted for all purposes that do not interfere with the proper functioning of teaching, learning, and research operations, in particular for short-term relaxation and recreation.
- (2) The following activities on outdoor areas are particularly likely to be disruptive:
  - avoidable noise levels
  - excessive alcohol consumption
  - the use of rollerblades, skateboards, roller skates, etc.
  - the use of small motorized vehicles such as electric scooters, scooters, motorcycles, etc.
  - contamination of any kind
  - performance or playing of music
  - begging and peddling
  - blockage of rescue or escape routes.
- (3) Damage and contamination must be avoided to protect the environment and maintain the attractive appearance of the grounds.
- (4) Pets are allowed in the outdoor areas. Pets must be kept on a leash. Pet waste must be removed from the property and disposed of properly. In all other respects, the Lower Saxony Act on the Keeping of Dogs (NHundG) applies to the entire property.
- (5) The use of the outdoor areas for events of any kind, i.e., for any temporary and planned event attended by a group of people or to which an unspecified number of people are invited, requires the prior approval of Facility Management. This does not apply to classes.

## **Section 6      Alcohol, Drugs**

- (1) It is strictly forbidden to consume spirits.
- (2) The use of psychoactive drugs of any kind is prohibited.
- (3) The consumption of beer, wine, and sparkling wine, wine-based drinks, and wine-like drinks is tolerated. Reference is made to the second indent of Section 5(2).

## **Section 7      Ban on Smoking**

Smoking is strictly prohibited in all buildings and rooms of Osnabrück University of Applied Sciences.

## **Section 8      Posters, Advertising**

- (1) Posters, handbills, flyers, etc. may only be displayed in areas specifically designated for that purpose (display cases, bulletin boards, etc.).
- (2) The distribution of flyers and handbills is permitted only with the prior approval of the Head of Facility Management. Requests should be sent by email to: [Raumreservierung@hs-osnabrueck.de](mailto:Raumreservierung@hs-osnabrueck.de) or by calling 3029 or 3480. This also applies, to a limited extent, to non-commercial, official, or university policy purposes and, in particular, to matters relating to the student body (as part of its statutory duties).

## **Section 9 Breaches**

To fulfill their duties in accordance with these House Rules and the university's General House Rules, the persons entitled to exercise domiciliary rights are authorized to take the necessary action on a case-by-case basis. In case of non-compliance with verbal prohibitions, or if nuisances are found in the act of committing a criminal offense, the persons entitled to exercise domiciliary rights are authorized to determine the personal data of the nuisance. Minors under the age of 14 may not be detained for this purpose.

## **Section 10 Lost Property**

Any lost property should be turned in to the janitorial staff. There is no entitlement to a reward. Information about found items will be posted on the intranet (OSCA portal).

## **Section 11 Lockers, Cloakroom**

The lockers provided may be used to store items at the user's own risk and responsibility. No liability is accepted for damaged, lost, stolen, or otherwise missing items.

## **Section 12 Emergency Response**

In the event of a fire or emergency, you must call for help by dialing the emergency numbers

- 112 fire brigade or Rescue Coordination Centre
- 110 police

from any phone. On-call personnel must also be notified.

- Westerberg: 0541 969 3020
- Haste: 0541 969 5555
- Lingen: 0591 80098 288

## **Section 13 Fire Protection, Accident Prevention**

- (1) All users of the university must comply with applicable fire and safety regulations and refrain from any action that may cause a fire or general hazard.
- (2) Alarms and escape plans must be followed.

## **Section 14 Car Parking, Road Traffic**

- (1) Road traffic regulations apply on the university premises.
- (2) Vehicles may only be parked in designated parking spaces and carports. Marked escape routes must be kept clear. There is no entitlement to a parking space.

- (3) Illegally parked vehicles may be reported to the police. Such vehicles may also be towed away. The driver and/or owner will be responsible for the cost of towing.
- (4) The President may designate certain parking spaces for preferential use by certain groups for a limited period of time.

## **Section 15    Liability**

- (1) The university shall be liable for property damage or financial loss only in the event of willful misconduct or gross negligence on the part of its employees. Statutory provisions apply to personal injury.
- (2) This limitation of liability also applies to vehicles parked in the parking spaces and movable goods brought to classes.
- (3) The provisions of the Lower Saxony Civil Servant Act (NBG) remain unaffected.

## **Section 16    Existing Regulations and Guidelines**

Separate regulations (of use) and guidelines issued for the use of specific university facilities are not affected.

## **Section 17    Entry into Force**

These House Rules shall enter into force on the day after their publication in the Official Gazette of Osnabrück University of Applied Sciences.