



Building Use Regulations at Technische Universität Darmstadt

§1 Scope

1. Local Scope of Application

The Building Use Regulations apply to all university and university-leased buildings, sections of buildings and entire campus (see attachment).

2. Personal Scope of Application

The Buildings Use Regulations apply to all staff and relatives (§ 32 Hessisches Hochschulgesetz-HHG/*Hessen University Regulations*), including users of TU Darmstadt facilities. All persons located on the grounds and in buildings belonging to the university must comply with the following regulations.

§2 Building Owner Rights

1. The possessor of the Building Owner Rights is the President of the TU Darmstadt (§38 Abs. 1 HHG). Should the President be prevented from participating in these rights, he or she shall be represented by the Chancellor of the university.
2. In order to maintain order and safety in university buildings and spaces, the university President may temporarily delegate Building Owner Rights to authorized representatives.
3. Representatives of Building Owner Rights include:
 - a. Members of university staff who have been mandated by the University President.
 - b. Heads of Department IV (*Dezernat IV*) and its employees, especially the building caretaker and security personnel
 - c. Heads of the ULB and its employees
 - d. Deans, their representatives and the heads of academic departments/faculties who are responsible for those buildings in use by their department.
 - e. Leaders of meetings during meetings of university committees, boards and institutions.
 - f. Teaching staff during lectures/seminars, etc. and invigilators of exams.
 - g. Employees of firms contracted to provide security services
 - h. Heads of the USZ and its employees on the grounds of the Hochschulstadion (*university stadium*) and Sporthalle (*sport hall/gymnasium*).
4. The University President, or his/her representatives in the form of the University Chancellor, reserves the right to refuse permission to enter any part of the TU Darmstadt grounds.
5. Decisions made and directives given by the University President and his/her representatives take precedence over those of the representatives of Building Owner Rights.

§3 General Code of Conduct

1. The Building Use Regulations are to be adhered to as indicated below.

2. Users of TU Darmstadt facilities and all persons located on the grounds and in rooms of the university are to conduct themselves (and are responsible for any accompanying third parties) so that no teaching activities, events or administrative activities are disturbed.
3. All facilities, including outdoor areas, are to be kept clean and tidy. University members and staff are to ensure that no damage is inflicted. Apparatus belonging to the TU Darmstadt are to be used in accordance with their intended purpose and not otherwise. Illegal dumping of household waste on the university campus is not permitted. Violators will be fined.
4. All doors and windows are not to be forced open/closes, but to be treated with care and for the uses they were designed for. Violators will be fined.
5. Food consumption is not permitted in libraries, classrooms, learning centers or laboratories.
6. The consumption and dealing of illicit drugs is not permitted on university grounds. This also includes weapons and explosive devices of any kind. Over-consumption of alcohol is also not permitted.
7. Roller-skates, in-line skates, skateboards, etc. are not permitted in university buildings.
8. Smoking is not permitted in university buildings.
9. All persons at the university are to be treated with consideration and respect, notwithstanding individual or cultural differences. Sexist, insulting or discriminatory remarks are not permitted.

§4 Safety and Opening Hours

1. Opening hours for university buildings during the semester and semester breaks are to be determined by the University President and then made public. Buildings open to public use (e.g. libraries) may have special opening times.
2. Rooms/Buildings must be closed and locked upon leaving provided they were found closed and locked. This also applies to connecting doors in corridors.
3. Study rooms, including cupboards and desks, are to be closed and locked by the room's users upon leaving, the lights turned out and windows closed.

§5 Use of Parking Spots: Cars, Motorcycles, Bicycles

1. Reduced speed limits (maximum 30 km/h) are in force on all university grounds. The only exceptions are for those streets where the speed limit is explicitly posted.
2. As building entrance ways and exits serve as access for emergency vehicles, parking is not permitted in these locations at any time.
3. Motorcycles and bicycles are only permitted in buildings in specifically designated areas (e.g. bicycle storage racks).
4. All vehicles are to be parked in such a way that no hindrance or risk to passers-by is created. In particular, access points for emergency vehicles must be kept clear. Violators will be fined and towed. The TU Darmstadt is liable should any damages be caused from towing. The TU Darmstadt is not liable for any other damages.

§6 Advertising, Posters and selling of goods

1. A permit is required to engage in any of the following activities on grounds belonging to TU Darmstadt:
 - a. Posting of notices and posters
 - b. Distributing flyers and brochures unless they are connected with political groups working in close association with TU Darmstadt activities and interests
 - c. Setting up information or product stands

- d. Advertising of products or companies
- e. Producing television or film recordings
2. Notices, posters, announcements and messages are permitted only in designated areas.
3. The person/group/institution responsible and date it was posted must be clearly indicated on the notice/poster.
4. University administration, faculties, departments and institutes have the exclusive right to post notices in areas of buildings specifically designated for this purpose.
5. Posters and advertising material for elections not associated with TU Darmstadt internal institutions or staff are not permitted. Any posters or materials with anti-constitutional, sexist or racist contents are also not permitted.
6. Notices and posters advertising specific events must be removed at the latest by seven days after the event.
7. Posters and notices are to be removed by those responsible for posting them.

§7 Animals

1. Pets, with the exception of guide dogs for the blind, are not allowed in TU Darmstadt buildings.
2. All dogs must be on a leash. Owners are responsible for removal of their pet's waste.

§8 Fire Safety

1. Fire safety regulations must be followed at all times. Any actions that pose a fire risk are to be avoided.
2. All fire exits must be kept clear.
3. Emergency exit plans and evacuation procedures must be followed.
4. Misuse of emergency fire extinguishers will be penalized.
5. Building occupants must evacuate the building promptly when the fire alarm sounds and proceed to the designated emergency assembly point.

§9 Lost and Found

1. Found items are to be given to building services personnel and will be kept for six months. After this time, the item will either be sold or disposed of.

§10 Other Existing Regulations

1. Other special or exceptional Terms of Use in existence for other university institutions, including the TU Darmstadt Building Use Regulations, remain unaffected.
2. Both the TU Darmstadt Building Use Regulations and the Terms of Use for the Darmstadt University-Regional Library (Universitäts- und Landesbibliothek) are valid for the use of both central and decentralized libraries.

§11 Validity

These Building Use Regulations are valid as of October 1, 2012.

Darmstadt, 25 September, 2012

Chancellor, TU Darmstadt

Dr. Manfred Efinger