

## House Rules of Julius Maximilian University

To ensure the orderly operation of the university and its services and to provide for safety and order, the President issues the following house rules pursuant to Art. 21 (12) sentence 1 of the Bavarian Higher Education Act (BayHSchG) of May 23, 2006 (GVBl. p. 245), last amended by Art. 39b (14) of the Act of May 15, 2018 (GVBl. p. 230), issues the following house rules:

### **§ 1 Scope**

These house rules apply to all buildings and parts of buildings and the entire grounds of Julius Maximilian University of Würzburg (hereinafter referred to as “the University”), including off-site locations and all rented premises. They must be observed by all members, affiliates, and visitors of the University who are present within the geographical scope of application.

### **§ 2 House rules, regulatory law**

(1) House rules include all measures to maintain proper service operations and to preserve the purpose of the University; in particular, they entitle the University to issue a ban on entering the premises in the event of a violation.

(2) House rules are exercised by the President, who exercises the right to file criminal charges for trespassing. The president may delegate house rules to other members of the university.

(3) House rules are delegated to the chancellor. In addition, the following persons are responsible for exercising the duties and powers of house rules in their respective areas of responsibility (house rules officers):

- the dean for those rooms in their faculty that are assigned to them for direct use,
- the management of an institution for those rooms in their institution that are assigned to them for direct use,
- the management of technical operations within their area of responsibility,
- the management of the individual property management departments within their area of responsibility.

The building managers may only issue a ban on entering the premises within their respective areas of responsibility and for a maximum of 7 days. The representation of the chancellor and the building managers is governed by the general provisions, in particular the Bavarian Higher Education Act in conjunction with the university's constitution and personnel regulations and orders.

(4) The right to enforce order includes the authority to take action to eliminate disturbances during and in connection with an event (e.g., lecture, seminar, meeting, presentation, other types of events, etc.), in particular to prohibit disturbers from further participation in the event or to expel them from the room or venue. The right to enforce order is exercised by those responsible for managing the event.

### **§ 3 Opening hours and presence**

(1) The opening hours of buildings that are generally accessible are determined by those responsible for enforcing house rules and are announced by notice in the respective buildings.

(2) Only members and affiliates of the university, as well as visitors for work or teaching purposes, to attend events, or for other legitimate reasons, are permitted to stay in rooms or areas of the university.

(3) Every person staying in buildings or on the university premises must behave in such a way that safety and order are not endangered and, in particular, that there is no interference with research, teaching, learning, and administrative operations or approved events. Harassment, disturbances, or other inappropriate behavior, especially toward members or affiliates of the university, will be prosecuted under civil and criminal law.

### **§ 4 Safety and order**

(1) Cleanliness must be maintained on the grounds and in all buildings or parts of buildings belonging to the university, and contamination must be avoided. Waste may only be disposed of in the waste containers provided for this purpose. Bringing waste of any kind onto the premises is prohibited.

(2) Open windows must be secured and closed in the event of rain, storms, or snow. When leaving rooms, users must close windows and doors and switch off lights and, where possible, electrical appliances. When leaving buildings or parts of buildings, care must be taken to ensure that doors are closed.

(3) Escape routes and fire department access routes must always be kept clear.

(4) The use of roller skates, inline skates, skateboards, scooters, and similar items is not permitted in the university buildings.

(5) Smoking is strictly prohibited in buildings and parts of buildings. Smoking is only permitted in designated smoking areas in the vicinity of buildings.

(6) All members and affiliates of the university as well as authorized visitors are obliged to take measures to prevent damage of any kind, in particular through fire, theft, or burglary, and to ensure that all technical equipment is used properly. Any damage, defects, or other abnormalities that are discovered must be reported immediately to the responsible property management. Any unauthorized removal, use, or damage of equipment of any kind will be prosecuted under civil and, if necessary, criminal law.

(7) Instructions issued by the property management, particularly those intended to maintain order, including cleanliness, peace and quiet, and safety, must be followed.

## **§ 5 Activities requiring approval**

(1) Within the scope of the “Regulations on unauthorized displays, notices, signage, and information stands at Julius Maximilian University of Würzburg (Poster Regulations)” in their current version, activities requiring approval as specified therein require the approval of the University of Würzburg GmbH.

(2) Photography, filming, and audio recordings are generally not permitted at university events. Event organizers may grant exceptions to this rule.

(3) Party political activities are not permitted in the buildings or on the grounds managed by the university. Measures and events related to general university elections are not affected by this provision.

## **§ 6 Events**

(1) Rooms for teaching events are generally allocated by the relevant department of the central administration for space management.

(2) With regard to reservations/rentals of rooms for congresses, conferences, and other events, the relevant department of the central administration for space management must be contacted.

## **§ 7 Traffic and parking matters**

(1) Traffic regulations apply on university grounds.

(2) Bicycles must be parked in the designated areas. Parking in and in front of entrances, especially in the vicinity of escape and emergency routes, is not permitted. Illegally parked bicycles may be removed at the owner's expense. Bicycles are not permitted inside buildings.

(3) Motor vehicles must be parked in the designated areas. Illegally parked motor vehicles may be towed away at the owner's expense. Further details are regulated in the parking permits and the accompanying information sheets, which must be observed and complied with.

## **§ 8 Animals**

(1) Animals are generally not permitted in buildings or parts of buildings; this rule does not apply to necessary assistance animals such as guide dogs. In offices not open to the public (e.g., department offices, offices, etc.), pets belonging to the respective employees are permitted on an exceptional and revocable basis, provided that no employees or colleagues feel disturbed by this and as long as it does not interfere with office or university operations.

(2) Animals may not run free. Dogs in particular must always be kept on a short leash. Dogs that are particularly aggressive or dangerous are prohibited on university grounds.

(3) Pet owners are always liable for any damage caused by their pets. The pet owner is responsible for cleaning up any mess caused by their pet, in particular removing animal feces.

## **§ 9 Lost property**

Lost property must be handed in to the relevant property management office. It will be kept by the university for at least 8 weeks and returned to anyone who can prove that they are the owner or rightful possessor. After the above period has expired, lost property may be sold for the benefit of the Free State of Bavaria. Information on where lost property can be handed in at the individual university buildings can be found on the notice boards or on the relevant university website.

## **§ 10 Violations**

Violations of these house rules may result in a ban from the premises. Violations of the ban from the premises will be punished in accordance with general legal regulations.

## **§11 Liability**

The university is only liable within the scope of its duty to ensure public safety; liability is excluded for any use outside the university. In particular, no liability is assumed for cloakrooms, the contents of lockers, parked vehicles and bicycles, or other movable property.

## **§ 12 Supplementary provisions**

In addition to these house rules, reference is made in particular to the provisions on occupational health and safety, environmental protection, fire and radiation protection, biological safety, and genetic engineering, as well as to the applicable administrative and usage regulations of individual university facilities. These provisions and regulations must be observed and complied with in accordance with their scope of application. In addition, the provisions of the General Rules of Procedure for the Authorities of the Free State of Bavaria (AGO) apply accordingly.

## **§ 13 Entry into force**

These rules shall enter into force on August 15, 2018.

Würzburg, August 8, 2018

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Prof. Dr. A. Forchel

President