

House Rules

of Friedrich-Alexander-Universität Erlangen-Nürnberg

In order to ensure orderly university operations, the President hereby issues the following House Rules by virtue of Section 21 (12)(1) of the Bavarian Higher Education Act (BayHSchG) in the version published on 23 May 2006, as last amended by Section 1 BayHSchG of 13 December 2016, and Section 28 (3) of the General Rules of Procedure for Public Authorities in the Free State of Bavaria (AGO) of 12 December 2000, as last amended by the announcement of 14 September 2010.

Section 1 Scope

These House Rules apply for all property, buildings and rooms used by Friedrich-Alexander-Universität Erlangen-Nürnberg (hereinafter "FAU"). They are to be observed by all university members, visitors and other persons present on the premises of FAU.

Section 2 Authority and Right of Access

(1) Authority to grant or deny access lies with the President.

(2) The following university members are authorized by the President to grant or deny access:

1. The Chancellor for the whole of the University and the persons authorized by him/her within University Administration in accordance with their allocation of responsibilities.
2. The heads of university institutions for their institution and the rooms and open spaces designated for the institution's use; in the event that such rooms and open spaces are used by several institutions, the head of the institution with the greatest use by area. The heads of these institutions may nominate other persons affiliated to their institution to exercise the authority to grant or deny access:
3. The persons responsible for a lecture or class for the area designated for their teaching duties.
4. The chairpersons during the meetings of committees (including those of staff councils), other collective bodies of the University as well as those in charge of authorized events within the meaning of the Ordinance on Places of Public Assembly (VStättV).
5. Security firms contracted by the University.
6. Members of the University authorized by the President in specific cases.

(3) The President and those persons authorized by him/her in accordance with Paragraph 2 No. 1 to 6 are supported in the exercising of the authority to grant or deny access in accordance with general provisions.

(4) Any decisions and measures taken by the President in the exercising of the authority to grant or deny access categorically take precedence over those

taken by the persons authorized by him/her in accordance with Paragraph 2 No. 1 to 6.

(5) The right to report an offence due to unlawful entry or other criminal offence (the right to press charges) and request administrative assistance, in particular from the police, lies with the President or the office authorized to do so in accordance with the allocation of responsibilities of University Administration. Where there is imminent risk, all persons authorized to grant or deny access in accordance with Paragraph 2 No. 1 to 6 are entitled to exercise this right.

Section 3 Access

(1) The buildings used by FAU are in general open on workdays from Monday to Friday from 7 am – 9 pm. Deviating rules for individual university institutions are specified by the heads of the respective institutions as need demands. Outside the fixed opening hours, only university members, participants in authorized events and other entitled parties are permitted access.

(2) Changes to opening hours necessary due to closure or for other reasons are possible. For specific buildings or groups of people, deviating rules and stipulations may be established regarding access to such buildings, e.g. during the lecture-free period.

§ 4 Safety and Order

(1) The University's property, buildings and rooms may only be used in accordance with university duties (Section (2)(1), BayHSchG). They must be treated with care and kept in an orderly state. Structural modifications may only be undertaken in agreement with authorized bodies and with their written consent.

(2) Fire protection equipment must not be covered or damaged nor its proper function restricted. Misuse of fire extinguishers and fire-extinguishing equipment is prohibited. Escape and fire service access routes must be kept clear. Illegally parked vehicles will be removed at the owner's expense.

(3) All university members are obliged to ensure that damage of any kind, in particular through fire, theft or burglary, is avoided and all technical facilities are used in an orderly manner.

(4) After the end of a lecture or class, participants must leave the lecture halls and other rooms desig-

nated for teaching purposes; in particular cleaning staff must not be inconvenienced.

(5) All rooms, corridors, stairwells, courtyards and all other areas, especially the toilets, are to be kept clean. Waste may only be deposited in the waste bins provided for this purpose.

(6) Windows must be closed after the end of a lecture or class and when leaving the room. Windows must be closed in good time in the event of rain, storm or snow. Open windows must be secured.

(7) Those persons authorized in each case to do so are responsible for locking classrooms, seminar rooms, offices, windows etc. as well as for the safe storage of valuables. This also applies for switching off the lights and closing the windows when leaving the room. Forcible opening of windows and doors is prohibited.

(8) Bicycles must always be parked in the marked and designated areas. Parking bicycles in entrances and in front of entrances as well as on and in front of escape and emergency access routes is not permitted. Bicycles not parked properly in this respect can be removed at the owner's expense. The same applies for bicycles which have obviously been abandoned, insofar as the owner can be identified. Taking bicycles into buildings is prohibited.

(9) Vehicles, especially motor vehicles, may only be parked in the marked and designated areas. The parking of mopeds, scooters, motorbikes, motor vehicles and depositing of objects in cellars, cellar corridors, entries and exits is prohibited for fire protection reasons, as is parking on grass areas. Vehicles not parked properly can be removed at the owner's expense.

(10) The Road Traffic Act (StVo) as well as local signs apply on the premises of FAU.

(11) Any damage or faults discovered as well as any irregularities or unusual incidents must be reported immediately to the University's control room (Tel.: 09131/85-27777).

Section 5 Activities Subject to Authorization and Inadmissible Activities

(1) Any kind of disturbance of orderly university operations is forbidden. In particular the following activities in buildings and rooms and on property used by FAU require the prior written consent of FAU:

1. Displaying of notices and posters as well as the distribution of handouts and flyers by third parties; the rights in this matter of staff councils, trade unions as well as university institutions and groups remain unaffected.

2. Film, television, video and audio recordings, in analogue or corresponding digital form, insofar as these are not permitted for use in research and teaching or in general.
3. The organization of collections as well as of elections insofar as the University itself is not assigned with their implementation on the basis of or as the result of legislation.
4. The setting up of information and sales stands as well as any other type of sale of goods and collecting of orders.
5. The use of lecture halls and other rooms for events which are not the University's own and/or do not serve the purpose of regular research and teaching (such as special events, congresses, conferences, student parties).
6. Live music, performances and other events.

(2) The posters, notices, announcements, notifications etc., the display of which is permitted in accordance with Paragraph 1 No. 1, may only be affixed on the designated noticeboards or in the designated noticeboard cabinets. The affixing of such items in places not designated for that purpose is not permitted. Notices displayed on the premises of FAU must indicate the name of the person responsible (within the meaning of the German Press Law). Announcements which refer to specific events must be removed by the organizer at the latest on the third working day after the event. Unauthorized notices can be removed at the owner's expense.

(3) Harassing behaviour towards university members, visitors and other persons present on FAU premises and/or riotous behaviour, in particular as a result of excessive or otherwise objectionable consumption of alcohol, is prohibited in the buildings and rooms and on the property of FAU.

(4) Hawking and begging, peddling of goods, setting up home, approaching university members for the purpose of private business transactions as well as spoken and written party political activity is forbidden in buildings and rooms and on property used by FAU.

(5) No dogs or other animals, with the exception of those intended for research and teaching or assistance purposes (e.g. guide and assistance dogs for the blind), are permitted in the rooms and buildings of FAU. Provided that the management and operations of the University are not disturbed, the heads of the respective institutions may allow exceptions in individual cases. Dogs must furthermore be kept on a leash at all times in buildings and rooms and on property used by FAU. Exceptions to this rule are dogs deployed as working dogs or rescue dogs by the police, customs or other security authorities on a particular occasion. Dog foul must be removed by the holder.

(6) The carrying of weapons and dangerous objects as well as flammable and explosive substances, except for teaching and research purposes, is prohibited. Exceptions to this prohibition are the police, customs, other security authorities and security firms contracted by FAU, insofar as they are entitled to carry such items.

(7) Smoking is prohibited in the rooms of all buildings used by FAU. This also applies for the consumption of electronic cigarettes (e-cigarettes).

(8) The use of bicycles, roller skates, inline skates, skateboards, scooters etc. in buildings used by FAU is not allowed. The use of flying devices (e.g. drones and model aircraft) in buildings or on property used by FAU, except for teaching and research purposes, is prohibited. This also applies to the overflying of the premises of FAU by other unmanned aircraft.

(9) The soiling, damage or any other kind of misuse of surfaces, walls, equipment and furnishings, for example through sticking, spraying, painting or writing, is prohibited. This applies in particular to misuse for purposes which oppose free democratic basic order.

(10) Unauthorized persons are excluded from the property, buildings and rooms of FAU. Tolerated use as a passageway can be revoked at any time on legitimate grounds.

Section 6 Lost Property

Lost property must be handed in to the mailroom or to the porter's office or caretaker of the respective institution. It is kept there for eight weeks after which, depending on its nature, it is disposed of, recycled or forwarded to the municipal lost property office.

Section 7 Supplementary Provisions

(1) For individual institutions (in particular libraries, institutes, laboratories) and for premises rented by the University, applicable rules and provisions will apply as last amended.

(2) The General Rules of Procedure for Public Authorities in the Free State of Bavaria (AGO), the Health Protection Law (GSG), the By-laws for the Use of the Gardens of Erlangen Castle as well as the statutory provisions for labour, health, environment, fire and radiation protection as last amended additionally apply.

Section 8 Sanctions for Infringement

Sanctions for infringement of the House Rules follow the applicable statutory provisions. In the event of an infringement, a bar can also be imposed at the discretion of FAU. FAU reserves the right, in particular

should damage occur, to take further legal action against the liable party.

Section 9 Entry into Force and Announcement

(1) The House Rules enter into force upon signature.

(2) With their entry into force, the House Rules for the office buildings of the University on South Campus of 4 February 1976 and the House Rules for the office building of the Faculty of Economics and Social Sciences on the state-owned premises at Lange Gasse 20, Nuremberg, of 6 February 1980 cease to be in force.

(3) The House Rules are published on the noticeboards of FAU designated for this purpose.

Erlangen, 26 May 2017

Professor Joachim Hornegger
President of FAU

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