

House Rules

1.) Opening Times

Marienstraße 20:	Monday-Friday	06:00 to 21:00 access after 17:00 only possible with entry card
	Saturday	07:00 to 18:00 access only possible with entry card
Wilhelmstraße 10:	Mon, Tue, Thu, Fri	07:00 to 20:30
	Wednesday	07:00 to 21:30
	Saturday	only by prior arrangement with your departmental secretary

If an event is organized which could run later, the facility management should be notified in advance.

2.) Parking

The parking areas located to the north and south of the Marienstraße building can only be used with a parking permit.

Parking in Marienstraße:

It is strictly forbidden to circumvent the barrier systems, any person causing damage to the park or green areas will be solely liable for any costs incurred.

Parking in the emergency access areas is strictly prohibited. Vehicles parked there will be towed away at the expense of the vehicle owner.

It is also prohibited to park any motorized motorcycles of any kind directly next to the building.

3.) In case of emergency

Signs in the hallways and in every lecture room give information about the escape routes and the action to take in case of fire or accident. In an emergency notify a facility management employee (or the nearest DHBW employee) immediately. They will summon help or take appropriate action depending on the situation. You will be alerted in emergency situations by a loudspeaker announcement or a siren.

In addition for the Wilhelmstraße building:

The escape doors can only be used in emergencies as an acoustic warning signal is triggered when the escape doors are opened.

4.) Smoking and alcohol consumption

The consumption of alcohol is prohibited on the entire campus. Smoking is only permitted in the designated areas next to the ashtrays. Please keep these areas clean: do not throw cigarette butts on the ground.

5.) Using private electronic devices

Using private electronic devices (like laptops, tablets, mobile phones or similar) for educational purpose/learning purpose is only allowed if the owner of the device previously has checked the electrical safety.

All other private electronic devices can only be used with prior registration/approval.

6.) Cleanliness

Dishes, bottles, etc. are to be cleared away by the user. Please take care when carrying drinks in open containers not to spill on the stairs, in the elevators or any other rooms. Clean up any spillages immediately.

Eating and drinking is not permitted in the labs.

Please remember that everybody has a shared responsibility to keep the building and grounds clean and tidy.

7.) Waste separation

Baden-Wuerttemberg Cooperative State University Heidenheim follows the procedures laid out by the Heidenheim District for waste separation. Collecting containers for glass, plastic and organic-waste are located in the cafeteria, the student's lounge and various meeting rooms (Marienstraße) as well as in the stairwell (Wilhelmstraße).

The relevant instructions must be followed. Notify the management of any special/problem waste.

8.) Furnishings and Equipment

Our lecture rooms/group rooms/laboratories are equipped according to the number of students. This equipment must not be changed or replaced. If additional equipment is required or if equipment is found to be faulty, please inform the facility management immediately. If course members rearrange equipment during a session, the course members must return the room to its original state before leaving.

9.) Lecture rooms/group rooms/laboratories/meeting rooms/offices

Please ensure that all windows are closed and the lights turned off when you leave the rooms. It is also important to make sure that the Projector is switched off properly.

10.) Animals (Pets)

Animals or pets are not allowed on the premises.

11.) Posters/Advertisements/Flyers

Posters, advertisements and flyers may only be displayed with the permission of the Rectorate, Marienstraße 20, room 725. The following options are available for postings:

In Marienstraße the pin board on the 4th floor (opposite the elevators) and the students' lounge.

In Wilhelmstraße the advertising pillars on the 2nd and 3rd floor.

The postings must be removed on the day after the event by those who attached it.

12.) Lost Property

For lost property for both premises contact Rita Kopp, room 013 Ground Floor, Marienstraße 20

13.) Disclaimer

The DHBW Heidenheim accepts no liability for the loss of or damage to personal property (eg laptops, clothes, bags, etc.) on the premises.

14.) Final Provisions

Breaches of the House Rules can result in a house ban. Exceptions to the House Rules may be permitted in individual cases by the Rectorate.

15.) Building Management contacts

Marienstraße:

Mr Berkant Odabas
Tel.: 07321 / 2722-171

Mr Thomas Richter (STRABAG)
Tel.: 0175 / 4382477

Mr Karl Maier (STRABAG)
Tel.: 0160 / 90459411

Wilhelmstraße:

Mr Berkant Odabas
Tel.: 07321 / 2722-171

16.) Legal Validity

The House Rules come into force with immediate effect.

30 June 2017

signed by: Prof. Dr. Andreas Mahr, Vice-President
Prof. Dr. Marcus Hoffmann, Vice-President