

# House Rules

## 1.) Opening hours

Marienstraße:	Mon.-Fr.	06:00 to 21:00; from 17:00 access only possible with card
	SA.	07:00 to 17:00; Access only possible with card
Wilhelmstraße:	Mon, to Fr.	07:00 to 20:30
	Wed.	07:00 to 21:30
	SA.	only upon pre-registration with the study secretariat

If exceptional events take longer, the facility management must be informed in good time beforehand.

## 2.) Parking

Parking on the parking spaces located in the north and south of the Marienstraße building is only possible with the corresponding parking authorisation card.

The following applies to Marienstraße:

Driving around the bollards is strictly prohibited, the resulting costs due to damage to the green area are generally borne by the person causing the damage.

Parking in the area of fire brigade access is strictly prohibited. Parked vehicles are removed without warning. Costs are born by the car owner.

It is also forbidden to park motorised motorcycles of all kinds directly at the building.

## 3.) Behaviour in emergencies

Advice boards inform you in the hallways and in each lecture room about the escape routes, the behaviour in case of fire and accidents. In case of emergencies, an employee of the building management or the nearest available full-time employee must be informed immediately. They have the possibility to call for assistance or to take other appropriate measures, depending on the nature of the emergency. You will be alerted in case of emergency situations by means of loudspeaker or siren sound.

For the Wilhelmstraße building, the following also apply:

In principle, the escape doors may only be used in emergencies, as an acoustic warning signal is triggered when opening the escape doors.

## 4.) Smoking and alcohol consumption

Alcohol consumption is prohibited throughout the university campus. Smoking is only permitted in the outdoor area on the smoking areas directly around the ashtrays. Please pay strict attention to cleanliness here: Don't throw cigarette dumps on the floor!

## 5.) Usage of private coffee machines, kettles and the like

The operation of private laptops, tablets, mobile phones or similar for teaching, learning and service purposes requires that the owner of the device has previously tested electrical/traffic safety (including GUV-V A3). When laying connection cables or similar, the owner pays attention to the fact that no tripping traps are created and that bruising on the cables is avoided.

All other private electrical appliances must only be operated with prior registration/authorisation.

## **6.) Cleanliness**

Dishes, bottles, etc. are of course to be cleaned away and put away by every user. Please make sure that the transport of open drinks does not pollute the stairwell, the elevator or other rooms. Dirt must be removed immediately.

Food and drink are not allowed in the laboratories.

Please bear a piece of responsibility yourself by paying attention to cleanliness in the building and outdoor facilities.

## **7.) Waste separation**

DHBW Heidenheim supports the waste separation process practiced by the Heidenheim district. Collection containers for glass, plastic and bio-waste are located in the cafeteria, the student meeting room and various meeting rooms (Marienstraße) as well as in the stairwell (Wilhelmstraße).

In the case of special waste and problem waste, the management of buildings must be informed. The relevant information must be observed.

## **8.) Furniture**

Our lecture rooms/group rooms/labs are equipped according to the number of course participants. This equipment must not be changed or replaced. In case of additional need or defect of furnishing items, please inform the building management immediately. In the event of a change carried out by students the room must be put back into the original state before leaving the lecture room.

## **9.) Lecture rooms/group rooms/labs/meeting rooms/offices**

When leaving the rooms, please ensure that all windows are closed and the light has been extinguished. It is also important to ensure that the projector is switched off properly.

## **10.) Animals (pets)**

It is not permitted to bring animals (pets) of any kind.

## **11.) Posters/Advertising/Flyer**

Posters, advertising and flyers may only be displayed after approval by the Rectorate, Marienstraße 20, Room 725. Posters are possible:

In the Marienstraße

the pinboard on the 4th floor (opposite the elevators) and the student room,

In the Wilhelmstraße

the advertising pillar on the 2nd and 3rd floor.

The posters must be removed of one day after the event by those who have affixed the posters.

## **12.) Findings**

The building management, room 013 on the ground floor, Marienstraße 20 collects all findings.

### **13.) Disclaimer of liability**

DHBW Heidenheim assumes no liability for items brought along (e.g. laptop, clothing, bags, etc.).

### **14.) Final provisions**

Violations of the house rules can be sanctioned with a house ban. In individual cases, exceptions to this House Rules may be permitted by the Rectorate.

### **15.) Contact person**

Marienstraße: Building management of DHBW Heidenheim Tel.: 07321/2722-170  
gebaeudemanagement@dhbw-heidenheim.de

Mr Ralf Seidel (STRABAG)  
Tel.: 0175/4382477

Wilhelmstraße:

Building management of DHBW Heidenheim Tel.: 07321/2722-170  
gebaeudemanagement@dhbw-heidenheim.de

### **16.) Entry into force**

The house rules immediately enter into force and replace the previous house rules.

Heidenheim, 31.01.2023



Prof. Dr.-Ing. Dr. Rainer Przywara (rector)