

HOUSE RULES OF HEINRICH HEINE UNIVERSITY DÜSSELDORF OF 16.05.2025

In order to ensure orderly University operations, the following rules have been adopted on the basis of Art. 18 (1) of the Higher Education Act of North Rhine-Westphalia (*Hochschulgesetz NRW*) of 16 September 2014:

Art. 1 Scope

These house rules apply for all buildings used by Heinrich Heine University (HHU) and all outdoor facilities on the HHU campus. They form the basis for orderly University operations and are aimed in particular at ensuring that HHU is able to perform the duties incumbent on it. The house rules are binding on all full and affiliate members of HHU, as well as everyone who enters HHU premises.

Art. 2 Enforcement of the house rules

2.1 The President holds the right to enforce the house rules. The Chancellor shall represent the President in this regard.

Responsible members of HHU or other authorised persons on site shall enforce the house rules on behalf of the President. Responsible members of HHU or other authorised persons on site are:

- The Vice Presidents
- The Deans in the areas used and managed by them
- The (administrative) managements of the individual University facilities in their areas
- Holders of chairs in the areas used by them
- Teaching staff within the framework of their classes
- Workshop and laboratory managements in the areas used by them
- The heads of the student body institutions (General Student's Committee (AStA), student parliament, departmental student committees) for the premises assigned to them
- Managers of other events for the assigned premises and areas
- The chairs of meetings during meetings held by the bodies and committees of the University
- Employees of the Facility Management Division
- Employees of security contractors on the basis of agreements concluded with the University
- Other individuals authorised by the President or Chancellor in general or specific cases

The responsible members of HHU or other authorised persons must ensure compliance with the house rules where necessary during the periods and in the areas of their responsibility. Decisions and measures taken by the President or Chancellor when enforcing the house rules shall take precedence over those taken by responsible members of HHU or other authorised persons.

2.2 The persons stated under 2.1 are authorised to order individuals to leave the premises. A permanent ban from the premises may only be issued by the President or the Chancellor.

2.3 In the event of exigent circumstances, all members of HHU or other authorised persons in the meaning of Section 2.1 Sentence 3 may order individuals to leave the premises.

Exigent circumstances shall be deemed to exist where immediate intervention is the only way to prevent severe disruption to orderly University operations, in particular where there is imminent danger of individual University buildings and/or facilities being occupied or where this has already occurred.

Art. 3 General rules

3.1 Within the scope of these house rules, all actions that are capable of disrupting the security and orderly operation of the University are prohibited. These include in particular:

- a. Blockage of emergency/escape routes and fire service access routes (cf. Art. 7 [1])
- b. Consumption of alcoholic beverages in teaching and research facilities, workshops, shafts, technical equipment rooms/cellars, energy supply channels
- c. Smoking in buildings, including e-cigarettes
- d. Begging and harassment of individuals
- e. Parking of cars, bicycles or other vehicles outside the designated areas, as well as the parking of bicycles inside buildings
- f. The use of in-line skates, scooters, skateboards, etc. inside buildings
- g. Spraying/painting/writing on, soiling, damaging or otherwise misusing floors, ceilings, walls, pillars and fixtures/fittings
- h. Putting up posters and notices outside the designated display areas (cf. Art. 7 [2]).
- i. Noise disturbance, e.g. playing music loudly
- j. Taking animals into University buildings – except for assistance/service dogs or in officially authorised cases

3.2 The following activities require advance authorisation from the Events Management function at the Facility Management Division:

- a. Events inside and outside buildings for purposes other than teaching and research (cf. Art. 7 [3])
- b. Distribution, sale and collection of promotional materials, goods or similar
- c. Setup of information and sales booths or vending machines
- d. Putting up posters and notices (cf. Art. 7 [2])
- e. Conduct of surveys (except for the purposes of research and teaching), collections, petitions and elections
- f. Commercial photo, video and TV recordings

3.3 Explicit permission from the responsible supervisor is a prerequisite for the operation and use of private work equipment. The provisions of the occupational health and safety regulations shall apply for all private work equipment used at HHU (cf. Art. 7 [4]). Private work equipment shall be subject to the legally stipulated inspection scope and intervals (cf. Art. 7 [5]).

HHU shall assume no liability for damage to private work equipment.

Art. 4 Security and order

4.1 Opening times

Building entrances shall be unlocked at 6.30 a.m. and usually locked at 8 p.m. from Monday to Friday, except on public holidays. Deviations from the stated times are permitted, e.g. for events. Visitors without an appointment are only permitted to enter the buildings during opening times. Exceptions to this rule, e.g. in the case of the University and State Library or the Centre for Information and Media Technology (ZIM), shall be publicised by the management of the corresponding University facility.

4.2 Theft

University property must be locked away at the end of the working day or, where no appropriate furniture is available, placed out of sight as far as possible. HHU shall report all thefts of University property to the police. Thefts must therefore be reported to the Facility Management Division via extension 12117.

HHU shall assume no liability for personal valuables. Individuals should also report any theft of personal valuables to the police without delay.

4.3 Obligation to prove your identity

If you are in University buildings outside opening times, you are obligated to prove your identity to Facility Management Division employees/security staff on request.

Facility Management Division employees shall identify themselves via their HHU ID.

External contractors (companies commissioned to perform work) on campus shall identify themselves via the form *“Berechtigung zur Ausführung von Fremdleistungen”* (“Authorisation to perform contracted services”), which is issued on a day-by-day basis by the Facility Management Division (cf. Art. 7 [4]).

4.4 Visitors

Hosts must inform their visitors about the obligation to observe the house rules. Children must be supervised at all times.

4.5 Lost property

Any items found should be handed in to the Service Point in building 26.11. Items shall be stored there for collection or forwarded to the Lost & Found Office of the city of Düsseldorf.

Art. 5 Use of buildings

5.1 The buildings, their rooms, other areas and fixtures/fittings must be treated with care and may generally only be used for University-related purposes. Authorisation must be obtained for any other use (cf. Art. 7 [3]). The perpetrator shall be liable for any damage caused by misuse or negligence.

5.2 Independent structural alterations are prohibited. The load limits of building ceilings may not be exceeded. When connecting electrical devices, it must be ensured that the power grid is not overloaded. Electrical devices must comply with the relevant safety regulations.

5.3 Signage

Signage in and on buildings shall be determined and installed by the Facility Management Division in consultation with users.

The faculties and central institutions do not need authorisation from the Facility Management Division for temporary signage required for a specific occasion (e.g. an event). Please refer to the guidelines for events for more information (cf. Art. 7 [3]).

5.4 Energy consumption

Energy consumption must be kept to the necessary minimum through careful use of resources. Electrical devices should be switched off at the end of the working day as far as possible (no stand-by operation).

5.5 HHU operations manual

The HHU operations manual provides more information on the orderly operation of buildings and outdoor facilities, technical building installations/equipment, provided media and their properties, user-specific systems and work equipment (cf. Art. 7 [7]).

5.6 Keys/locking of rooms and buildings

Offices and other workspaces must be locked when you leave them. The same applies for buildings outside the opening times stated under 4.1.

The Key Management function at the Facility Management Division is responsible for the locking systems at HHU. Only employees from this function are permitted to make changes to the locking systems of doors and gates at HHU.

Please refer to the Key Distribution and Return Policy for more information (cf. Art. 7 [8]).

Art. 6 Use of the outdoor facilities

6.1 Outdoor facilities must be treated in such a way that they can be used for their intended purpose without any limitations.

6.2 Dogs must be kept on a lead.

6.3 Parking

All types of vehicles must be parked in the marked areas in such a way that they do not cause a hazard or obstruction. Fire service access and emergency routes must be kept clear at all times. Improperly parked vehicles shall be towed away and a fee charged for their release.

HHU shall assume no liability for damage to vehicles parked on University premises.

6.4 Road traffic regulations

The Road Traffic Act (*Straßenverkehrsordnung*) applies throughout the University campus.

6.5 Winter services

The on-campus winter service is limited and users must therefore exercise a level of care appropriate to the weather conditions.

6.6 Camping

Camping is prohibited.

Art. 7 Referenced documents:

- [1] HHU fire safety regulations
- [2] Regulations on putting up posters, notices, etc. on University premises
- [3] HHU guidelines for events
- [4] Occupational health and safety regulations
- [5] Technical Rules for Operational Safety (*Technische Regeln für Betriebssicherheit – TRBS*)
1201 – Inspection of work equipment

Convenience translation, only the German version is legally binding.

- [6] Guidelines for work on buildings and systems at HHU (RAGA)
- [7] HHU operations manual
- [8] HHU Key Distribution and Return Policy

Art. 8 Entry into force

These house rules shall enter into force on announcement in the Official Bulletin of HHU on 16.05. 2025. Previous guidelines and regulations, which contradict these house rules, shall hereby become invalid.

Düsseldorf, 16.05.2025

The President
of Heinrich Heine University
Düsseldorf

Anja Steinbeck
(Univ.-Prof Dr iur.)