

**House rules for the facilities and properties
Deggendorf Institute of Technology**

From 14 May 2024

On the basis of Art. 31 (12) of the Bavarian University Innovation Act (BayHIG) and § 29 (3) of the General Rules of Procedure for the Authorities of the Free State of Bavaria (AGO), the President of Deggendorf Institute of Technology (hereinafter referred to as the university) issues the following house rules to ensure orderly university operations:

§ 1

Domestic authority and scope of the house rules

- (1) Domiciliary rights are exercised by the President. This may be delegated to authorised representatives.
- (2) In particular, domiciliary rights include the decision as to who is authorised to enter the university premises or rooms and how the university's rooms and facilities are to be used.
- (3) Domiciliary rights officers can be appointed by means of individual instructions or rules of procedure. These regularly include
 1. the Chancellor,
 2. the Vice-Presidents,
 3. the Dean's Office for the respective faculties,
 4. the official teachers in the classrooms, laboratories and facilities used by them,
 5. the heads of the organisational units (TTZ, administration, staff units, institutes) for the area of the respective organisational unit,
 6. the technical and property management staff within the scope of their assigned tasks,
 7. the person responsible for chairing the meeting during a meeting.
 8. the security service
- (4) In addition to the existing campus at Dieter-Görlitz-Platz 1, these house rules also apply to the leases "ITC2", "ITC2+", "DEGG's", Veilchengasse 2, Veilchengasse 3a, Veilchengasse 7 and "Land-Au" in Deggendorf, all technology campuses, the European Campus Rottal-Inn, the Cham teaching location and all other leased areas.

§ 2

Opening hours

- (1) Opening and closing times for the university buildings are regulated by a separate announcement (applies regularly to the library). Unless otherwise announced, the opening hours are between 6.30 am and 9.00 pm.
- (2) It is not permitted to remain in the buildings of Deggendorf Institute of Technology outside of opening hours. Persons who are in the building outside opening hours must leave the building when requested to do so by

the security service. This does not apply to employees of Deggendorf Institute of Technology who can identify themselves with their employee ID card at the request of the security service.

- (3) Special closures must be applied for at the post office. Exceptions are determined on a case-by-case basis, usually by written notification to the organiser.

§ 3

Realisation of events

- (1) In general, the rooms for semester courses within the opening hours are determined by the university management (special events), the faculties (timetable, examination rooms) or the organisational units (occupancy plan). Special events must be registered via the post office.
- (2) The reservation and rental of rooms for external congresses, conferences and other events is carried out by the Event Coordination Office. If forms or online solutions are available (within the university), these must be used.
- (3) Events organised by members of the university, in particular student parties, must be applied for in writing via the Event Coordination Office with the necessary details.

§ 4

Behaviour, environmental protection, waste management and order

- (1) Employees and guests must always treat the grounds, buildings and other facilities of the university with care, keep them in good condition and avoid damage and soiling. In particular, the regulations in the following paragraphs must be observed.
- (2) The buildings and parts of buildings of the university may only be used for official and teaching purposes.
- (3) Audio or visual recordings of persons or interior views of buildings are prohibited. Exceptions require the written consent of the persons concerned or the management of the respective organisational unit.
- (4) Structural alterations and interventions in the fabric of the building, even of a temporary nature, may only be carried out in consultation with and with the written consent of the university's property management.
- (5) All guests and members of the university are obliged to ensure that damage of any kind, in particular due to fire, explosion, water or gases, theft or burglary, is prevented and that all technical equipment is used properly. Any damage that occurs must be reported immediately to the university's property management and the facility management. If there is a threat of danger from the damage, the steps provided for emergencies (laboratory: hazard analysis!) must be initiated. Any unauthorised removal, handling or damage to equipment of any kind will be prosecuted under civil and criminal law.
- (6) The carrying of weapons is strictly prohibited.
- (7) At the end of the event, waste must be disposed of in accordance with the regulations and the rooms must be vacated; in particular, the cleaning staff must not be hindered.

- (8) Smoking tobacco products is only permitted in outdoor areas. The existing ash containers are to be used at the respective location. The consumption of cannabis is prohibited within the scope of the house rules and within 100 metres of the university's properties.
- (9) Food and drink may not be taken into or consumed in the library, computer centre and classrooms. The management of the respective organisational unit decides on exceptions, for example during examinations.
- (10) When leaving the rooms, the lights must be switched off and the doors and windows closed. They must also be locked outside general opening hours.
- (11) The respective authorised persons are responsible for locking the laboratory and seminar rooms, offices, etc. and for the safe storage of valuables.
- (12) Any damage, defects, irregularities or special occurrences must be reported immediately to the university's property management.

§ 5 Security

- (1) No objects may be placed in escape and rescue routes (corridors) that represent a fire load (flammable material), from which a fire can start (electrical appliances) or which restrict the escape routes. Escape routes and fire brigade access routes must generally be kept clear. The closing area of fire and smoke protection doors that are normally open must not be obstructed. Fire and smoke protection doors that are normally closed must not be wedged or otherwise held open.
- (2) There is a general ban on handling open flames in the university buildings. Exceptions to this are made in the laboratories using laboratory torches and in compliance with the laboratory guidelines, in the workshops in the areas designated for this purpose and during repair and assembly work with written authorisation (formerly "welding permit"). Express reference is made to the obligation to comply with the emergency and fire protection regulations.

§ 6 Transport

- (1) The carrying and use of bicycles, roller skates, inline skates, skateboards, scooters, e-bikes and e-scooters in buildings is prohibited. Bicycles, scooters, e-bikes and e-scooters must be parked in the designated areas. Parking in the entrance area is prohibited. Bicycles, scooters, e-bikes and e-scooters parked there will be removed for a fee.
- (2) Only members and guests of the university are permitted to park motor vehicles on the university premises and only in the designated parking spaces. In the event of non-compliance, the vehicle will be removed for a fee.
- (3) Parking in the car park "TH Deggendorf" - P 1 (see parking information on the homepage) is permitted from 06:00 to 01:00 of the following day; in the underground car park "TH Deggendorf/Stadt Deggendorf" from 06:00 to 24:00; parking is prohibited outside these periods. If the specified maximum parking times (06:00 to 01:00 of the following day - car park

"TH Deggendorf" - P1 and 06:00 to 24:00 - underground car park "TH Deggendorf/Stadt Deggendorf") are exceeded, the vehicle will be removed for a fee. This does not apply to vehicles belonging to employees of the university (in justified cases, e.g. business trips lasting several days) who have informed the post office of the licence plate number of the vehicle concerned and the planned parking time before the maximum parking time has expired; the licence plate number recorded will be deleted 24 hours after the planned parking time has expired.

- (4) The university is only liable for damage caused in connection with the removal of incorrectly parked vehicles or objects in cases of intent and gross negligence. Removed objects and bicycles will be stored for a period of four weeks and handed over to the person who can credibly demonstrate that they are the authorised party. After this period has expired, the items may be realised in favour of the Free State or disposed of.

§ 7

Use with reservation of permission

- (1) The following uses of the properties used by the university require prior authorisation from the Post Office or the Event Coordination Office:
1. the posting of notices and posters and the distribution of flyers and leaflets,
 2. the organisation of collections and elections,
 3. the setting up of information and sales stands as well as any other type of distribution of goods and the collection of orders.
- In the rooms allocated for direct use (faculties, laboratories), authorisation from the Dean's Office is generally sufficient.
- (2) Posters, notices, announcements, messages, etc. may only be displayed on the notice boards or in display cases provided for this purpose. In particular, it is prohibited to affix posters to glass surfaces. Posters and notices in other places will be removed. Only staples that can be removed easily and without leaving any residue (tacks, adhesive tape, etc.) are permitted. Anyone putting up posters is responsible for removing them.
- (3) Posters/objects relating to specific events must be removed no later than the second day after the event. Otherwise, the work may be commissioned by the university at the expense of the organiser and at the expense of the distributor (joint and several debtor).
- (4) Any misuse of the fire extinguishing or first aid facilities will be prosecuted.

§ 8

Lost property

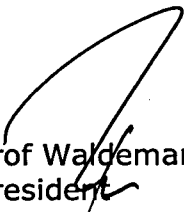
Lost property must be handed in at the post office in the foyer of the B building. If possible, they will be kept for a period of four weeks and returned to the person who can credibly claim to be the owner of the item. After expiry of the above-mentioned period, items will be destroyed or used in favour of the Free State of Bavaria.

§ 9

General regulatory provisions

The supplementary regulations existing for individual parts of the site, for special facilities or laboratories must be observed. The provisions of the AGO also apply.

Deggendorf, 14 May 2024


Prof Waldemar Berg
President