

House rules of the Catholic University of Eichstätt-Ingolstadt

Dated September 11, 2017

Section 1 Right to issue bans

(1) ¹The president has the right to ban individuals from any of the buildings and rooms of the Catholic University of Eichstätt-Ingolstadt and any part of the grounds used by the Catholic University of Eichstätt-Ingolstadt (KU). ²He or she delegates this right according to the following paragraphs and may withdraw it again at any time without giving a reason.

(2) The right to issue bans for specific areas may be transferred by the president to members of the KU's Presidium or administrative employees in writing.

(3) The following also have the right to issue bans:

1. The person in charge of a meeting, discussion, course, or other event (events) for the rooms and buildings being used for this purpose
2. The director or dean for rooms and grounds allocated to the KU's facilities and faculties
3. The department director for the rooms and buildings used by the KU's administrative units

(4) Substitutes for the president and the persons who have the right to issue bans for specific areas are assigned in accordance with the general regulations.

(5) ¹Decisions made and measures implemented by the president when exercising his or her right to issue bans take precedence over those made by other persons who have the right to issue bans. ²Decisions made by persons who have been granted the right to issue bans according to Paragraph 2 take precedence over those made by persons granted the right to issue bans according to Paragraph 3.

(6) The right to file a criminal complaint against someone for trespassing is held by the president. He or she may delegate this right.

Section 2 Opening hours

(1) The university buildings are open during the following hours:

Monday to Friday: 7.00 a.m. to 10.00 p.m.

(2) Deviations from this regulation are published on notices near the entrances of the buildings to which they apply.

Section 3 Safety and order

(1) All users of the KU's rooms, buildings, and grounds must behave in a way that does not disrupt or inconvenience other users.

(2) They must follow all rules issued by the persons responsible for particular areas that are designed in particular to maintain order, cleanliness, quiet, and safety.

(3) ¹They must take care to maintain cleanliness in all of the KU's rooms and buildings and on its entire grounds. ²Waste must be disposed of in the containers provided for this purpose.

(4) ¹Windows must be secured against rain, storms, and snow. ²Windows must be closed when leaving a room.

(5) Ensuring that rooms are locked, that lights and, where possible, electrical equipment are switched off, and that cupboards, desks, and windows are closed when leaving a room is the responsibility of the users or, in the case of courses and events, the person running the course or event.

(6) ¹All members of the University have a duty to guard against damage of any kind, in particular damage caused by fire, theft, or vandalism, and to ensure that technical equipment is used properly. ²Smoking and open fires are prohibited inside buildings. Damage, anomalies, and other unusual incidents must be reported to the responsible KU administrative unit.

Issued on the basis of the resolution of the Senate of the Catholic University of Eichstätt-Ingolstadt dated July 26, 2017, and the approval of the president dated September 8, 2017.

³The KU's fire protection regulations must be adhered to. ⁴In particular, escape routes, corridors, and stairwells must not be obstructed or blocked.

(7) ¹Persons who are not members of the KU may not spend extended periods of time in the KU's rooms and buildings or on the KU's grounds. ²External users of the University Library who are on the library premises are exempt from this rule.

Section 4 Activities that require authorization and forbidden activities

(1) ¹In the KU's rooms and buildings and on the KU's grounds, the following activities require authorization from the responsible KU administrative unit:

1. Putting up notices and posters
2. Distributing printed material of any kind
3. Carrying out collections, elections, or non-academic surveys
4. Recording images or audio for commercial purposes; this is only permitted during courses or events for private purposes with the permission of the person running the course or event
5. Setting up information or sales stands, advertising, or pursuing any other commercial activity involving selling goods or collecting orders for goods
6. Using the KU's rooms, buildings, or grounds for events that are not affiliated with the University. More detailed rules may be set out in the regulations on room allocation

²In urgent cases where it is not possible for the administrative unit responsible to make a decision due to a lack of time, the person who has the right to issue bans for a particular area may provide authorization for that area.

(2) ¹Notices and posters may only be put up on the notice boards intended for this purpose. ²In particular, they must not be put on walls, doors, or glass surfaces.

(3) ¹Advertising of any kind for political parties, campaign groups, or comparable associations or for their opinions and concerns is prohibited. ²KU student initiatives and Church initiatives related to the KU are exempt from this ban.

(4) Use of roller skates, inline skates, kickboards, skateboards, or similar is prohibited inside the buildings.

(5) Animals may not be brought inside the buildings (exception: guide dogs/assistance dogs).

Section 5 Motor vehicles and bicycles

(1) ¹Motor vehicles may only be parked in the areas intended for this purpose that are marked as such. ²The German Road Traffic Regulations (*Straßenverkehrsordnung*) apply on the entire university grounds.

(2) ¹Taking bicycles into the buildings is prohibited. ²Bicycles must be parked in the areas intended for this purpose. ³Leaving bicycles outside of the areas intended for this purpose, in the buildings, or in front of entrances is not permitted.

(3) Bicycles that have been parked in prohibited areas will be removed with a fine charged and may be disposed of.

Section 6 Lost and found items

¹Lost and found items must be handed in to the KU's front office/printing service in Eichstätt and to the building administration in Ingolstadt. ²They may be collected from these places within 8 weeks by the person who can demonstrate that he or she is the owner.

Section 7 Sanctions for violation of the house rules, other provisions

¹A house ban may be issued as a consequence of breaching the house rules. ²Sanctions for violation of the house rules are issued according to the general regulations. ³The KU may issue separate regulations for individual buildings. ⁴If these regulations contradict the house rules, the house rules apply.

Section 8 Entry into force

These house rules enter into force on the date of their publication.

Please note that ONLY the German version of these regulations is legally binding. The English translation is provided for informational purposes only.

Eichstätt/Ingolstadt, September 11, 2017

Prof. Dr. Gabriele Gien
President

These regulations were set down in writing at the Catholic University of Eichstätt-Ingolstadt on July 11, 2017. This fact was made known to members of the Catholic University of Eichstätt-Ingolstadt on the same day. The date of publication is therefore September 11, 2017.