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II. Notification

Executive Board

Campus Regulations

Technische Universität Berlin*)

Section 1 Principles and scope

The Campus Regulations apply to all buildings, rooms, and open spaces (premises) used by Technische Universität Berlin. They are legally binding for all persons when present on TU Berlin premises. They serve to maintain safety and order at TU Berlin and are intended to enable work to be performed.

Section 2 Right to determine access to premises and its enforcement

- (1) The right to determine access to the University's premises lies with the Executive Board.
- (2) This right may be delegated to the president by decision of the Executive Board. This includes permission to further delegate this right in written form, either completely or partly, to other parties.
- (3) These parties then have the right to eject persons from the premises, to terminate events, and remove objects and vehicles as well as posters and flyers. Any instructions issued in this regard must be complied with immediately.
- (4) Bans on entering premises are issued by the Executive Board. The right to issue such bans can be delegated to the president by decision of the Executive Board. This can include granting the president permission to further delegate this right in written form to other parties.
- (5) Any delegation of the right to determine access to premises as well as the right to issue bans on entering premises must be published in the Technische Universität Berlin Official Gazette.

Section 3 Opening hours

Opening hours are determined by the president. Signs displaying opening hours are located at the information desks of the various buildings. Outside of these opening hours, the buildings and campus are to be kept closed.

Section 4 Terms of use

- (1) The principle of mutual consideration applies. The University premises are to be treated in accordance with their intended use and with care. Equipment and facilities located on the premises may only be used by members of the University, guests, or companies contracted by TU Berlin and for their intended purpose. Resources and materials are to be used sparingly. Attention must be paid to cleanliness in all TU Berlin premises.

- (2) Open spaces may be used for transit during opening hours. Use of open spaces for transit may be restricted by TU Berlin at any time.
- (3) Regulations regarding occupational health and safety and environmental protection must be observed. Rooms and facilities which are not safe may not be used. Any missing protective devices, defects, or other irregularities must be reported immediately to Building and Services Management or Occupational Health and Safety Services and Environmental Protection.
- (4) Rooms and inventory are to be treated with care and protected from damage. Portable property of TU Berlin (notebooks, projectors, cash boxes) is to be kept safe and locked away. The respective users are responsible for locking offices and any lockable furniture. Keys must be kept safely and not in the offices. Items of lost property are to be handed in to the information desks.
- (5) Posters, notices, announcements, etc., may only be displayed on designated bulletin boards or in display boxes. The content and subject of any such notices, etc. may not violate fundamental rights or negatively impact the reputation of TU Berlin. Posters referring to events must be removed by the event organizer on the second working day after the end of the event at the latest.
- (6) Waste may only be disposed of in the trash receptacles provided for this purpose. If trash receptacles are provided for different types of waste, then waste must be separated accordingly.
- (7) Road traffic regulations apply in open areas at TU Berlin. All streets and roads are traffic-calmed zones in the definition of these traffic regulations. Only permit holders may park vehicles on TU Berlin premises. Vehicles must be parked in designated areas.

Section 5 Activities requiring approval

- (1) Prior written permission is required for all use of premises by third parties, in particular uses of a commercial, political, religious, or ideological nature. Taking photos and making recordings either audio or visual for journalistic or commercial purposes on the premises of TU Berlin or during TU Berlin events are only permitted with prior written consent and contractual regulation.

*) Confirmed by the Executive Board of TU Berlin on 26 January 2016

- (2) Unauthorized removal of inventory is not permitted. Removal of equipment and furnishings from TU Berlin premises requires prior written consent from the relevant supervisor or responsible departmental head. Disposal of items may only be performed by Department IV.
- (3) It is only permitted to barbecue in exceptional cases and with written permission.

Section 6 Prohibited conduct

- (1) Any activities which endanger an individual's health and safety or that of the public as well as any activities which threaten public order are not permitted. Such acts include in particular:
 - (a) Actions that cause or increase fire hazards, in particular the use of open fire and the carrying of fire accelerants or explosive materials (other than when used for teaching and research)
 - (b) Blocking escape routes as well as access routes for the fire department
 - (c) Misuse, tampering with, or removal of accident prevention and fire safety devices
 - (d) Misuse, tampering with, removal, or blocking of devices intended to facilitate accessibility
 - (e) Spraying, painting, labeling, soiling, and damaging surfaces, ceilings, walls and equipment, as well as staying overnight in rooms (other than for official purposes)
- (2) Smoking in rooms and indoor spaces as well as in TU Berlin service vehicles is prohibited.
- (3) It is not permitted to keep animals on the premises of TU Berlin, or bring animals to the University, or feed them there. Exceptions apply to guide dogs, assistance dogs, rescue dogs, service dogs, and animals used for teaching and research. It is only permitted to cross open spaces at TU Berlin with dogs using paved pathways. Dogs must be kept on a leash and the regulations regarding dogs in public spaces in Berlin apply.
- (4) The use of untested electrical devices and equipment is not permitted. Regular inspection of equipment is to be arranged independently with Department IV.
- (5) The use of roller skates, inline skates, skateboards, scooters and similar inside buildings is prohibited. It is not permitted to use, carry or store private bicycles in buildings.
- (6) It is forbidden to collect money or other donations or to harass persons.
- (7) It is not permitted to dispose of private waste accumulated outside the premises covered by the scope of the Campus Regulations.

Section 7 Miscellaneous

- (1) The terms of use for the libraries and documentation centers at TU Berlin apply in their currently valid version.
- (2) Special regulations for specific areas must be agreed with the Executive Board.

Section 8 Entry into force

These Campus Regulations replace all previous Campus Regulations and enter into force on the day following their publication in the Official Gazette of TU Berlin.

Delegation of the right to determine access to premises)**

The Executive Board delegates the right to determine access to premises to the president as per Section 2 (2) of the Campus Regulations.

***) Confirmed by the Executive Board of TU Berlin on 26 January 2016