



This English translation is a convenience translation for information purposes.
In case of any differences in meaning, the German version is binding.

**Friedrich Schiller University Jena
General House Rules for Buildings, Rooms and Properties
Effective from
1 December 2022**

**§ 1
Scope of application**

- (1) These house rules apply to all buildings, rooms and premises used by Friedrich Schiller University Jena (University of Jena). They complement any existing regulations for individual buildings/property areas belonging to the University of Jena and are given priority where the same subject matter is concerned. If renting or using premises with existing house rules, the rules contained herein complement the former.
- (2) The purpose of these house rules is to guarantee that the University of Jena can fulfil its legal tasks and maintain the overall safety and order on its premises. They apply to all University of Jena members and affiliates as well as to all persons using University of Jena buildings, rooms and premises.

**§ 2
Use of buildings and rooms, authority to control access**

- (1) The respective units are responsible for guaranteeing that their workrooms and instruction rooms are used in accordance with their intended purpose. In the context of these house rules, 'units' refers to any institutional unit, including but not limited to departments, divisions, sections, staff units and offices. In buildings with special facility requirements, facility managers may issue additional terms of conduct and use. All aspects of functional performance and operational safety must be discussed with the Division for Construction and Facility Management.
- (2) The University of Jena's authority to control access is exercised by the President or any persons authorized by them. In particular, this includes the Head of Administration and Finance and any members of the central university administration authorized by them, deans for any faculty rooms immediately assigned to them, unit managers for their respective units, and chairpersons for the meetings of the University of Jena's collegial body as well as their boards and committees. Deans may transfer this right to institute directors for all buildings and rooms assigned to their respective institutes. Teaching staff may exercise the authority to control access to rooms used for their courses. The authority to control access is limited to the context of official duties.
- (3) Persons authorized to control access may take required measures to remedy any violations of the house rules or breaching of the peace. In particular, this includes the authority to expel with immediate effect any person likely to cause a disturbance. If violations are registered outside working hours or while a person authorized to control access cannot be reached (in time), security staff are authorized to expel persons from the premises. Such incidences must be registered and reported immediately.



- (4) The authority to issue a ban on entering the property, report an offence for breaching of the peace, or to seek assistance from an outside authority, especially the police, lies with the President, or by proxy with the Head of Administration and Finance or their authorized representatives, in particular the Head of the Legal Office.
- (5) During opening hours, university members and affiliates and their visitors and guests are guaranteed access to university buildings. Faculties and facilities determine their opening hours in agreement with the Head of Administration and Finance. During lecture-free periods, opening hours may be restricted. Outside opening hours, only authorized persons may access the buildings. Visitors and guests may only stay on the university's premises during opening hours and registered events.
- (6) Events outside the curriculum and working hours must be registered and approved in accordance with the Regulations on Permission to Use University of Jena Rooms and Premises, as amended. Registrations must be made through the Section for Central Management of Lecture Theatres and Guest Houses, which is part of the Division for Construction and Facility Management: Telephone: +49 (0) 3641/9-414 230, Email: raumverwaltung@uni-jena.de.
- (7) Permission to use rooms that are not openly accessible is granted by the respective head (i.e. the President, the Head of Administration and Finance or the respective dean, institute director, unit manager, head of division or staff unit). They are also in charge of key management and granting the authorization to receive keys.
- (8) Any special provisions for repairs, servicing, critical technical malfunctions and other emergencies are detailed in separate instructions for technical staff, security firms and contractual service providers. The cleaning service provider has free access to all University buildings, including toilets and instruction rooms. All other office rooms are usually cleaned during working hours. Facility managers control the cleaning staff's access to these rooms in consultation with the Division for Construction and Facility Management.

§ 3

Announcement of opening hours

Opening and office hours for all units must be announced through appropriate channels (e.g. through signs, public notices or online postings).

§ 4

Use of inventory

- (1) State or university-owned property must be handled with care and may only be used in accordance with its intended purpose. It is not permitted to spray, cover or paint any walls, doors or equipment. Any use of property that is unrelated to University of Jena tasks requires the university management's permission. Any faults or damages to mobile or immobile inventory must be reported to the respective head or manager.
- (2) State or university-owned inventory may generally not be removed from the building. Exceptions may only be permitted in accordance with the University of Jena Inventory Regulations.



§ 5

Conduct in the event of fires, critical technical malfunctions, accidents or other operational failures

- (1) Any fire or major emergency on university premises that presents immediate danger must be reported immediately to emergency services (112) or the police (110). Wherever possible, containment of the fire should take priority over reporting the incident. Protecting lives and personal safety takes precedence over firefighting. For more information, please refer to the escape plans on display.
- (2) In the event of an emergency, you must use the designated escape routes to evacuate the building provided that it is not possible or necessary to actively assist in dealing with the emergency. Please walk straight to the designated assembly points.
- (3) Any critical technical malfunction or other operational failure, damage or defect pertaining to buildings, equipment, furniture, fixtures and fittings or locking systems, etc., must be reported immediately to the Division for Construction and Facility Management (telephone: +49 (0) 3641 / 9-414 300 or email: dez4-technik@uni-jena.de). Outside working hours, please contact the central security service (telephone: + 49 (0) 3641/9-419 999).
- (4) The building's established safety technology (e.g. fire detection and alarm systems, emergency telephones, wet or dry risers, hand-operated fire extinguishers etc.) may not be obstructed, manipulated, damaged or removed. Only the Division for Construction and Facility Management's Section for Technical Infrastructure is authorized to decommission any safety technology.
- (5) Safety markings (signs) such as noting prohibitions, warnings, and rules as well as emergency signs and escape plans may not be obstructed, covered, removed or made illegible in any other way.
- (6) If the use of buildings is governed by special occupational safety regulations issued in consultation with the Office for Occupational Safety, these regulations must be strictly observed.
- (7) When handling hazardous substances, you must observe the Hazardous Substances Ordinance (Gefahrstoffverordnung, GefStoffV), the respective accident prevention regulations as well as relevant operational regulations.
- (8) Staff members must immediately report any insurance claims for work-related or commuting accidents to their supervisors. Staff members or their supervisors must report accidents to the Office for Occupational Safety.
- (9) First aid kits are located with the first-aiders for each unit, the caretakers, the building's security service staff as well as in laboratories and workshops.
- (10) Fire brigade access routes must be kept clear at all times. This also applies to escape routes and stairwells. Facility managers must guarantee compliance with permissible fire loads. Fire barrier and smoke control doors are equipped with self-closing functions. Keeping fire barrier and smoke control doors open with doorstops or other objects is strictly prohibited. Locking devices must not be manipulated as this may permanently impair their performance.
- (11) When using lift systems, you must observe the general instructions for use. Lifts may not be used in the event of fires or critical technical malfunctions.



§ 6 Additional provisions

- (1) Each university member is responsible for keeping their workspace clean. Significant dirt or soiling must be removed by the person who has caused it. This includes covering any cleaning costs incurred. Users of the building must conduct themselves in a way that does not disturb, harass or harm anyone around them. Rules governing noise and environmental protection regulations to prevent the pollution of air, waste water and soil must be carefully observed. Disturbances caused by noise, gases, vapours, odours, smoke, soot, etc. must be prevented. Litter and waste products may only be disposed of using the designated recycling containers for each waste type.
- (2) Private technical devices may only be operated at the owner's own risk and liability. Any devices used must comply with technical safety standards. Private heating appliances, immersion heaters and hot plates may not be used. Any private electrical appliances used on the University of Jena premises must have passed the V3 Product Safety Test from the German Social Accident Insurance (Deutsche Gesetzliche Unfallversicherung, DGUV) prior to being used. To register, please contact: dez4-technik@uni-jena.de.
- (3) Before leaving rooms, you must take care to close all windows and doors and switch off any water taps, lights and electrical appliances that are no longer being used (this does not apply to controlled continuous experiments and refrigerators). In certain weather conditions (rain, storm, drifting snow, etc.), windows and doors must be shut or secured in good time. Resources such as electricity, gas, water and thermal energy must be used in an economical and sustainable manner.
- (4) Break-ins, theft and damage to property must be reported to the Jena police station (+49 (0) 3641 81-0) by the person in charge. The respective structural unit is responsible for reporting an offence to the police (including those against an unknown person). A copy of the written police report must be submitted to the Division for Construction and Facility Management. Property damage must be reported to the Head of Administration and Finance. The President and any persons authorized by them—including the Division for Construction and Facility Management in cases of property damage—reserve the right to file a request to prosecute.
- (5) Lost property is safeguarded at the guard house at Carl-Zeiss-Straße 3 for a period of two weeks. After expiry of this period, any lost property will be forwarded to the City of Jena's lost property office.
- (6) Anyone causing culpable damage to or soiling of buildings or inventory will be held liable.
- (7) Notices may only be displayed using designated notice boards and display cases. You may need to ask the relevant facilities in charge for prior permission. Stand-up displays may only be used with prior permission from the Division for Construction and Facility Management's Staff Unit for Central Management of Lecture Theatres and Guest Houses. The same applies to the distribution and display of commercial advertisements.
- (8) The University of Jena accepts no liability for any damages caused by self-inflicted accidents or non-compliance with these house rules.
- (9) All personal objects needed for work, study, research and instruction at the University of Jena must be kept in a safe place. The University of Jena accepts no liability for any lost or missing belongings.



- (10) Smoking is prohibited in all university buildings. This applies to all rooms used by the University of Jena, irrespective of whether they are owned by the Free State of Thuringia or a third party. Outdoor smoking is permitted in designated smoking areas and must be restricted to areas where it does not disturb any University of Jena staff. Any cigarette butts and waste tobacco must be disposed of in designated containers. The smoking ban does not apply to rooms rented out privately for residential purposes. The smoking ban and related regulations also apply to the use of e-cigarettes.
- (11) Anyone causing a fire brigade intervention against better judgement or through culpable behaviour or gross negligence will be held liable for any costs incurred.
- (12) Furniture, equipment or other large objects must not be deposited on general traffic, escape or emergency routes, in cellar corridors, or in attics.
- (13) Private vehicles may only be parked on university premises in accordance with the Parking Agreement of the University of Jena and its Parking Regulations, as amended. The Road Traffic Act (Straßenverkehrsordnung, StVO) applies to all University of Jena premises. Bicycles may only be parked in designated parking areas provided for this purpose. Any bicycles parked outside these areas may be removed at the owner's expense. Bicycles that have clearly been abandoned will be sent to the City of Jena's lost property office after the deadline for their removal has expired (notice on the bicycle). Bicycles may not be brought inside or parked in buildings.
- (14) Advertisements for political parties or organisations may not be displayed inside or outside university buildings.
- (15) It is generally not permitted to keep, walk or bring animals inside university buildings with the exception of assistance dogs such as guide dogs, diabetes dogs or other recognized service dogs.
- (16) Roller skates, inline skates, skateboards and similar items may not be used inside university buildings.
- (17) Overnight stays in university buildings are not permitted unless they are necessary to supervise approved long-term experiments.
- (18) Unless they are needed for research or instruction or are generally approved, image and sound recordings of any kind and the use of flying devices (such as drones or model aircraft) require the approval of the University of Jena's Section for Communications and Marketing (please send your request to hochschulkommunikation@uni-jena.de).
- (19) Any advertisements, sales or distribution of goods, collections, surveys or events unrelated to the university require prior permission.
- (20) Weapons and dangerous objects or substances must not be carried or produced unless they serve approved research or instruction purposes.



§ 7

Locking systems regulations

- (1) Any staff member may receive keys for the buildings and rooms they are authorized to enter (see section 2, subsection 6). This also applies to the University of Jena's students and temporary staff. Keys may only be handed out by authorized persons and recipients must sign for their receipt.
- (2) Unit managers may request additional keys by submitting the designated form to schliessanlagenverwaltung@uni-jena.de.
- (3) Recipients may only use the keys assigned to them to perform their official duties. They must store the keys safely and protect them from becoming lost. Transferring keys to third parties is generally not permitted. During holidays and business trips, university keys should be separated from private key rings and not be taken along.
- (4) Keys that are no longer needed or may no longer be used in accordance with section 2, subsection 6, must be returned to the issuing unit immediately. This applies particularly to the moment when rooms are returned or employment terminated.
- (5) Only the Locking Systems Management (Staff Unit Facility Management of the Division for Construction and Facility Management) has the authority to duplicate keys. You must not duplicate any keys on your own accord.
- (6) Any key loss must be reported immediately to the Division for Construction and Facility Management (Locking Systems Management) using the report form for lost keys (Schlüsselverlustanzeigeformular). If the replacement of keys, exchange of locks or additional measures incur any costs, key recipients may be liable for the resulting damages. Once found, lost keys must be immediately reported to the respective facility manager or Division for Construction and Facility Management. Keys found on the university premises must be handed in at the guard house at Carl-Zeiss-Straße 3.
- (7) To avoid any unauthorized use of found or stolen keys, key recipients should not label their keys in a way that allows any connection to the respective building, room or key hierarchy.
- (8) The installation or necessary repair and exchange of cylinders, locks, fittings and other locking system components may only be carried out by the Division for Construction and Facility Management. Unauthorized changes are prohibited.
- (9) If doors are operated with card key systems, only designated service desks may issue, receive and manage the corresponding access hardware (such as magnet or chip cards and transponders). If a card is lost, you must proceed in accordance with section 6. The loss must also be reported to the card managing unit. The respective unit head is responsible for coding the installed systems.
- (10) The respective key managers are responsible for carrying out and documenting key inventories in intervals of two years or for every change in management.



§ 8

Equal opportunity clause

Irrespective of their grammatical form, all designations of status and function used for these house rules apply to all persons, including those that identify with another gender or no gender at all.

§ 9

Final provisions

The General House Rules for Buildings, Rooms and Properties come into force on the date they were signed and replace the existing General House Rules for Buildings, Rooms and Properties effective from 1 October 2010.

Jena, 1 December 2022

Signed in the original

Prof. Dr Walter Rosenthal
President of Friedrich Schiller University Jena