

## House Rules

of European Business School  
International University  
Schloss Reichartshausen  
State-accredited Private University

## Contents

- § 1 Scope of House Rules
- § 2 Domiciliary right
- § 3 Users' responsibilities
- § 4 Utilization of the Rooms
- § 5 Opening Hours
- § 6 Posting and Placarding
- § 7 Lost Property
- § 8 Smoking
- § 9 Liability
- § 10 Damages and Reporting Damages
- § 11 Protection of the Environment
- § 12 Security of the Office Buildings
- § 13 Areas of Traffic
- § 14 Violation of the House Rules
- § 15 Complementing and Other Regulations
- § 16 Enacting Clause

## **§ 1 Scope of House Rules**

- (1) These House Rules are valid for all premises, buildings/edifices and rooms, which have been and will be assigned to the aforementioned facilities in use at the university locations in Oestrich-Winkel and Wiesbaden.
- (2) It is valid for all users of the facilities named in § 1.1 as well as for all individuals who utilize the premises, buildings/edifices and rooms in accordance with § 1.1.

## **§ 2 Domiciliary Right**

The Domiciliary Right is vested in the Managing Director and the Dean of the European Business School, conjointly with the Director of Internal Services. Within the General Domiciliary Right of the Chancellor and the Dean, it is incumbent on the Director of Internal Services to superintend the premises, rooms and buildings/edifices. Furthermore, he/she is ensure legal duties are complied with, and every individual in office who is administering any of the facilities named in § 1.1 and every individual who is responsible for a lecture shall hold the domiciliary right in the area assigned to him/her.

## **§ 3 Users' Responsibilities**

Every user has to behave in such a manner as not to endanger the safety of the facilities and not to disturb teaching, studying and research or other events approved officially and administrative work.

## **§ 4 Utilization of the Rooms**

- (1) Buildings/edifices and rooms assigned for use are available for the realization of tasks in accordance with the facilities named in § 1. 1 as well as for special events officially approved.
- (2) Eating in the lecture halls is not permitted. In particular cases, exception may be granted by the Director of Internal Services of the European Business School.
- (3) Before leaving the room, the debris that has been accumulated has to be removed immediately following an event.

## § 5 Opening Hours

The opening hours of the buildings/edifices and rooms will be determined by the Director of Internal Services of the European Business School in consultation with the other facilities in accordance with § 1.1 and announced via notice on the bulletin board.

## § 6 Posting and Placarding

- (1) Members of the facilities, in accordance with to § 1.1, are revocably allowed to place postings or placards on the especially designated and identified bulletin boards.
- (2) The following applies to all postings and placards:  
**Content:** name of the person/group/university facility responsible, address as well as the expiration date of the period of time the posting or placard will be shown dependent on the event or after the posting has become out-dated.  
Postings or Placards have to be fastened with material, which is easy to remove, preferably Power-Strips.
- (3) Postings and notices from non-members of the facilities, in accordance with § 1.1, require approval through the respectively responsible administration.
- (4) Postings or placards with political or commercial advertisements as well as immoral, criminal and anti-constitutional contents are prohibited.
- (5) When posting boards are assigned to certain groups, postings can only be placed with that group's approval.
- (6) Illegally placed or misplaced postings or placards will be removed by the administration without compensation. Any costs incurred by repairs or cleaning have to be paid by the person responsible for placing the postings.
- (7) The Facility Management reserves the right to remove postings and notices to maintain order and cleanliness without compensation.

## § 7 Lost Property

Lost property, regardless of its value, is to be handed in to the facility managers or to the reception staff instantly. It will be handled in accordance with existing legal procedures.

## § 8 Smoking

- (1) On principle, smoking is permitted on the entire campus and in all buildings. Exceptions will be announced via notice on the bulletin board; existing exceptions are presently:

- Cafeteria in the castle
- Designated outdoor areas, announced via notice on the bulletin board

(2) All cigarette waste has to be disposed of in the designated containers.

## **§ 9 Liability**

- (1) No liability will be assumed for students' and employees' properties.
- (2) General legal regulations apply.

## **§ 10 Damage and Reporting Damage**

- (1) All users are responsible for seeing that any damage, e.g. caused by fire, damage to property or theft, is avoided and that the facilities are used properly.
- (2) Damage, defects and theft have to be reported to the facility managers or to the reception staff instantly.

## **§ 11 Protection of the Environment**

- (1) Resources have to be used carefully.
- (2) Refuse has to be disposed of in accordance with legal regulations.

## **§ 12 Security of the Office Buildings**

Users of the facilities as in § 1.1 have to make sure that doors and windows are closed, when entering or leaving the building out of the office hours. These are stated in the notice on the bulletin board.

## **§ 13 Areas of Traffic**

Within the area as stated in § 1.1, the Road Traffic Regulations (StVO) apply.

## **§ 14 Violation of the House Rules**

- (1) In the case of a serious violation of the rules, the Director of Internal Services of the European Business School has to be informed immediately.
- (2) Whether a temporary or a perpetual ban from the facilities and their use is declared, will be the decision of the Director Internal Services of the European

Business School. In special cases, the decision can be appealed to the Managing Director or the Dean of the European Business School.

- (3) Requests for prosecution are received by the Managing Director and the Dean of the European Business School.

## **§ 15 Complementing and Other Regulations**

- (1) Complementary to these House Rules, additional rules and regulations (e.g. fire regulations) apply. These rules and regulations are to be considered and adhered to in accordance with their area of application.
- (2) Individual facilities as referred to in § 1.1 can independently decree additional rules and regulations for their areas of responsibility, provided that §§ 1-14 of these House Rules as well as matters of other facilities are not affected.
- (3) If the need for rules and regulations beyond the individual facility arises, the facilities concerned may by mutual agreement and, if applicable, in agreement with the 'Betriebsrat', set further general rules and regulations.
- (4) For the remainder, the relevant legal regulations apply.

## **§ 16 Enacting Clause**

These House Rules will apply from the 15<sup>th</sup> May 2007 onwards.

Schloss Reichartshausen,

Prof. Dr. Christopher Jahns  
Rektor

Dr. Reimar Palte  
Managing Director