



Universität Regensburg

House Rules of the University of Regensburg

last amended on 6 March 2024

Pursuant to Art. 31 (12) of the Bavarian Higher Education Innovation Act (BayHIG) of 24 July 2023 and Section 29 (3) of the General Rules of Procedure for the Authorities of the Free State of Bavaria (AGO) of 12 December 2000, the President hereby issues the following House Rules to ensure the orderly operation of the university:

§ 1 Domiciliary Authority (Hausrecht)

- 1) Domiciliary authority is exercised by the President or by persons whom the President has entrusted with it.
- 2) Domiciliary authority means, in particular, deciding who may enter the grounds or premises of the university and how the university's rooms and facilities may be used.
- 3) In addition to the staff of the security and caretaking service, the following members of the university in particular hold domiciliary authority:
 - a) all teaching staff, in the teaching rooms they use,
 - b) heads of central facilities, for the area of the respective facility,
 - c) deans, for those rooms of their faculty assigned to them for direct use, and
 - d) chairs of meetings, during sessions of the university's collegial bodies and committees.

§ 2 Opening Hours

- 1) ¹Unless otherwise provided, the buildings of the University of Regensburg are generally open from Monday to Friday, 6:00 a.m. to 8:00 p.m. ²Deviating arrangements, including weekends and libraries, are set out in the separate overview of closing times.
- 2) ¹The security and caretaking services open the buildings on working days between 5:00 a.m. and 6:00 a.m. and close them between 8:00 p.m. and 11:00 p.m. ²Further details are governed by the house rules for the respective areas. ³Reading rooms in the PT, RW and UB areas are open Saturdays 9:00 a.m.–6:00 p.m. and Sundays (RW only) 10:00 a.m.–6:00 p.m., and during semester breaks until 1:00 p.m. (RW until 6:00 p.m.). ⁴The other buildings are open on Saturdays and Sundays only for individual events by special arrangement.

§ 3 Security and Caretaking Regulations

- 1) ¹The security and caretaking services at the University of Regensburg are provided by a private company, ²which is authorized to exercise domiciliary authority. ³On request, security staff are obliged to identify themselves.
- 2) The university's Control Room (Leitwarte) can be reached around the clock on phone: +49 941 943-3333.

§ 4 Holding of Events

- 1) ¹Rooms for courses are allocated by the central Lecture Hall Allocation Office (Referat Raummanagement und Grundverwaltung). ²Exceptions require approval by the university's Executive Board.
- 2) The reservation/rental of rooms for congresses, conferences, Audimax events and other events is likewise handled by the central Lecture Hall Allocation Office (Referat Raummanagement und Grundverwaltung).
- 3) Student festivities must be applied for in writing by the student representative bodies to the "Referat Raummanagement und Grundverwaltung" of the University Administration, via the dean responsible for the building concerned.

§ 5 Display of Posters

¹Posting of posters or notices inside or outside University of Regensburg buildings requires prior approval by the university. ²Damage caused by putting up posters or other notices must be compensated; ³those responsible are liable. ⁴Further details are governed by the university's "Plakatierordnung".

§ 6 Environmental Protection / Waste Management / Order

- 1) ¹Cleanliness must be observed in all rooms, corridors, stairwells, lifts, courtyards and, in particular, in restrooms. ²The containers, waste bins, etc. provided must be used for disposing of waste.
- 2) The "Referat Campus- und Liegenschaftsbetrieb" is responsible for removing larger items and hazardous waste (email: umwelt.logistik@ur.de).
- 3) ¹University property must be treated properly and with care. ²Members of the university are obliged to help prevent damage — in particular to facilities and objects — caused by improper use, fire, theft or burglary, among other things. ³Any unauthorized removal, improper handling or damaging of facilities and objects will be prosecuted under civil and criminal law.

- 4) ¹Windows must be closed in good time in the event of rain, storm or snowfall. ²If this is not done and damage results — in particular broken window glass, water damage or consequential damage — the users or persons responsible for the rooms concerned are liable.
- 5) ¹Feeding pigeons on campus is prohibited. ²Violations may result in a ban from university premises.

§ 7 Traffic, Safety and Parking Matters

- 1) The Road Traffic Regulations (StVO) apply on university grounds.
- 2) ¹No objects may be placed in escape and rescue routes (corridors) that constitute a fire load (combustible material), that could give rise to a fire (electrical devices), or that narrow the escape routes. ²The closing area of fire and smoke doors that normally stand open must not be obstructed. ³Fire and smoke doors that are normally kept closed must not be wedged or otherwise held open. ⁴Handling open flames is generally prohibited in university buildings. ⁵Exceptions apply in laboratories, using laboratory burners and observing laboratory guidelines; in workshops, in the areas designated for this purpose; and for repair and assembly work carried out with written authorization (welding permit). ⁶Express reference is made to the duty to comply with the Fire Protection Regulations.
- 3) Smoking is prohibited in all university buildings.
- 4) ¹Parking on university grounds, including underground car parks, is permitted only for members and visitors of the University of Regensburg and only in the designated parking spaces. ²Vehicles parked without authorization, or long-term parkers, will be removed at the owner's expense. ³Further details are governed by the Regulations for the Use of Car Parks and Underground Garages.
- 5) ¹Bringing animals into buildings is prohibited. An exception applies to assistance dogs, and assistance dogs in training, while on duty. ²Dogs must be kept on a leash on university grounds. ³Dog owners must remove dog waste immediately. ⁴Reference is made to the City of Regensburg's Dog Ordinance in its respectively applicable version, which also applies to the grounds and buildings of the University of Regensburg.
- 6) ¹Flying over university grounds with unmanned aircraft systems, drones or other model aircraft is generally prohibited. ²Exceptions require approval by the university's Executive Board.
- 7) Carrying weapons and dangerous objects or imitations of any kind, as well as flammable and explosive substances, is prohibited except for teaching and research purposes.
- 8) Conduct that endangers safety and order will result in claims for damages by the university against the person responsible.

§ 8 Photography, Filming and Shooting

¹Photography, filming and shooting on university grounds require prior approval and are generally subject to a fee. [Approval must be requested online](#) through the Communications & Marketing Office.

§ 9 Lost Property / Key Administration

- 1) ¹Lost property must be handed in to the university Administration/Key Office in the foyer of the Administration Building. ²Lost items are generally kept for six months before being disposed of.
- 2) ¹Keys are issued and returned by the Key Office exclusively for official purposes. ²Keys may only be issued upon application by the faculty or the relevant central facility, ³which must also state the intended duration of use. ⁴The issuance of master keys additionally requires clearance from the Department "Gebäude und Technik". ⁵In the event of loss of a key, the key holder is liable.

§ 10 Effective Date

These House Rules of the University of Regensburg entered into force on 1 October 2007.

Regensburg, 6 March 2024

The President

Translator's note: This is a courtesy English translation of the German original ("Hausordnung der Universität Regensburg") provided for informational purposes. In case of any discrepancy, the German original text is legally binding.