

## “House Rules” of the Akademie der Künste, 4 July 2019\*

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#### § 1 Jurisdiction

(1) The “House Rules” apply to all buildings, structural facilities and outdoor areas of the Akademie der Künste.

#### § 2 Access

(1) The buildings of the Akademie der Künste are open to employees from Monday thru Friday from 7 am to 8 pm. Any deviations, on a case-by-case basis, require the consent of the administrative director. Furthermore, key regulations must be observed.  
(2) Divergent opening hours apply for visitors to special events and exhibitions. These are laid out in the Visitor Rules and Regulations.

#### § 3 Domiciliary Rights

(1) The administrative director exercises domiciliary rights. He or she may also transfer these domiciliary rights to third parties.

#### § 4 Use of the Premises

(1) All rooms and spaces at the Akademie der Künste are to be used in accordance with their designated intended purposes.  
(2) A change of use requires the permission of the administrative director.  
(3) The current regulations on the operation of structural facilities from 10 October 2007 apply to exhibition spaces and event rooms, as do the regulations laid out in the document “Musterstättenverordnung der Bauministerkonferenz – Konferenz der für Städtebau, Bau- und Wohnungswesen zuständigen Minister und Senatoren der Länder” (ARGEBAU) from June 2005.  
(4) Use of the workshops and operational spaces is subject to special regulations. Employees and/or third parties are only allowed access if they have been commissioned or assigned work associated with them, and have also been properly instructed in the use of related equipment.  
(5) Users are obliged to engage in careful and respectful treatment of the buildings, inventory, and technical equipment.  
(6) Using nails, dowels or any form of adhesives on walls, ceilings, joists, doors, and floors is not permitted without the prior consent of the administration. Modifications, structural installations and/or decorations are only permitted after consultation with the administration. Possible damages should be immediately reported to building staff. Necessary repairs, new purchases or a restoration to the original condition will be carried out at the expense of those responsible for damages.  
(7) The use of reading rooms is regulated in the user guidelines.  
(8) Bringing pets into Akademie der Künste buildings is not permitted.

#### § 5 Locking Rooms and Office Spaces

(1) All offices and service areas must be locked when users of the rooms are absent. This also applies to leaving rooms temporarily.  
(2) The Akademie der Künste assumes no liability for money or valuables left in rooms and office spaces.

#### § 6 Entering Other Rooms and Office Spaces

(1) During an employee’s absence, their offices are only to be entered on an urgent, official cause.  
(2) A note should be left in cases where any files, equipment or other objects are removed.  
(3) Unauthorized access of operational spaces, staff lounges and workshops is strictly prohibited.

#### § 7 Parking

(1) Vehicles may only be parked in parking areas at the Akademie der Künste that are clearly identified as such.  
(2) The general traffic rules and regulations of Germany apply.  
(3) Unauthorized vehicles parked on fire department accesses, emergency escape routes, at parking lot entrances or exits, at turning areas or in handicapped parking spaces will be towed and are liable for any costs and fines incurred.  
(4) Bicycles are to be parked and properly secured in the spaces provided for them.

(5) Loading and unloading vehicles, as well as installation and de-installation activities that result in noise, should not be carried out at night, between 10 pm and 6 am.

#### § 8 Posting Notices

(1) It is not permitted to unfold banners of any kind, or to show or distribute informative materials unless this is expressly approved in writing by the communications department at the Akademie der Künste.

#### § 9 Operational and Building Services

(1) Maintenance of operational and building services is the responsibility of the administration. Third party interventions in the operational systems are strictly prohibited.  
(2) Electrical systems and equipment are to be operated and maintained according to VDE standards and requirements.  
(3) Proper working conditions of these systems are to be regularly checked in accordance with VBG 4 (and the relevant VDE regulations).  
(4) Faulty equipment and defective systems are to be reported to the administration.  
(5) Electrical equipment required for general use should be switched off immediately after use.  
(6) The involvement of the administration is required for the installation and the connection of equipment.

#### § 10 Safety in the Workplace

(1) Occupational safety standards and regulations for accident prevention are in place at the Akademie der Künste. They are presented to the groups of people concerned in a suitable form.  
(2) For reasons of occupational safety, access to all of the following have to be kept free: traffic areas, fire alarms, hydrants, smoke vents, electrical power distribution points and control panels, telephone switchboards, heating and ventilating systems. This regulation applies particularly to emergency exits.  
(3) Occupational safety specialists are available for consultation with regard to safety-related questions. They have been tasked with supporting the Akademie der Künste in providing safety in the workplace and accident prevention, as well as in all questions associated with occupational safety. Occupational safety specialists have access, at any time, to all rooms, areas and workplaces of the Akademie der Künste.  
(4) The Akademie der Künste has engaged safety inspectors for all fields and areas. All employees are expected to support them in their work.  
(5) Facilities for first aid and fire protection are to be demarcated with appropriate signage, etc. This also applies to emergency exits and assembly points.  
(6) The current fire safety regulations govern behaviour during fires and other extreme cases of emergency – i.e. catastrophes.  
(7) Transportation of dangerous goods and bulky loads is only permitted in the freight elevators intended for such items.

#### § 11 Smoking Ban

(1) Smoking is prohibited in all enclosed public places and workplaces in the Federal Republic of Germany. The Bundesnichtraucherschutzgesetz (BNichtrSchG; Federal Non-Smoking Protection Act) has been enforced since 20 July 2007.

#### § 12 Sales of Goods and Products

(1) Written consent of the administrative director is required for the sales of goods, accepting product advertising, displaying books and equipment, as well as the installation of product vending machines in any areas of the Akademie der Künste.

#### § 13 Violations of the “House Rules”

(1) Violations of the “House Rules” should be immediately reported to the administrative director. Severe violations may result in a temporary or permanent ban on entering Akademie der Künste buildings. Such a ban is pronounced by the administrative director, and a possible application for criminal prosecution is left to his or her discretion.

#### § 14 Effective Date

(1) The “House Rules” went into effect on the date of publication.

\* This English version of the German “House Rules” is intended to inform and assist international visitors. The original German version takes precedent in any matters of dispute