

## House rules for the Uni/PH building

The rector of the University of Lucerne, the rector of the University of Teacher Education Lucerne (PH Luzern) and the director of the Lucerne Central and University Library (ZHB) have issued the following house rules:

### 1. Purpose and scope of validity

The purpose of the house rules is to ensure that students and staff in the Uni/PH building experience ideal conditions in which to pursue their activities; that these groups feel at ease in the building and that safety and order are maintained. In addition to this, the house rules should ensure that events take place without any disruptions and that damage to the building or fixtures and fittings is avoided. The rules apply throughout the Uni/PH building and the surrounding area. The heads of faculty may also issue additional regulations for individual buildings or faculties, insofar as these regulations do not contradict the house rules. The house rules also correspondingly apply to all other University of Lucerne sites.

### 2. Behaviour

All building users must

- Comply with the regulations of the University of Lucerne, PH Lucerne, and the Lucerne Central and University Library and their organisational units,
- Behave respectfully towards building users,
- Comply with safety regulations and emergency instructions,
- Maintain order and hygiene,
- Treat fixtures and fittings with care and make every effort to avoid causing damage,
- Report defects in, and damages to, buildings and fixtures and fittings as well as any acts of theft or vandalism which they witness to the Facility Management department (Tel.: 041 229 51 51; e-mail: hauswart@unilu.ch),
- Use resources economically and ensure that waste and recyclable materials are disposed of correctly.

### 3. Building

#### 3.1 Operation and maintenance

The Rectors of the Uni and the PH Luzern have mandated the Uni's Facility Management department to operate and maintain the entire Uni/PH building. Instructions issued by Facility Management staff regarding operational and safety-related matters must be obeyed. Department staff can be contacted by telephone (041 229\_51 51) or e-mail (hauswart@unilu.ch).

### **3.2 Conditions of use for the building and surrounding area**

In order to ensure uninterrupted teaching and research activities, noise and disturbances of any kind must be avoided. No noise whatsoever may be made after 22:00.

Wilful or negligent damage to property and extreme dirtying of the premises will result in liability for damages in accordance with the Swiss Code of Obligations.

Interference with the building's fabric or fixtures and fittings; changing of locks and unauthorized manipulation of technical facilities are forbidden.

Private electrical devices (coffee makers, kettles, ventilators) may be used in offices. This is, however, subject to prior inspection of the devices by the Uni's Facility Management department or the PH Luzern's technical services department to establish their operational safety and energy efficiency.

### **3.3 Opening hours**

With the exception of public holidays, the building is generally open as follows:

Mon. – Fri.	07:00 – 21:30
Sat.	07:45 – 15:30
Sun.	Closed

The building must be vacated at the latest 30 minutes after the entrance doors have been locked. Opening hours for the Central and University Library (ZHB) are specified in the ZHB's usage regulations. Special opening and closing times for the Uni/PH building (including building maintenance and Sunday opening during the examination preparation period) are published separately.

Events must finish by 21:30 (Monday to Friday) resp. 16:30 (Saturday). Participants in such events must leave the building at the latest 30 minutes after the event has finished.

Deviations from the opening hours specified in Sect. 3.3 are only possible within the scope of the Facility Management department's capacities and require special permission.

## **4. Rooms/Offices**

### **4.1 Workspaces for students**

Workspaces for private study purposes are available to Uni students. PH Luzern students may use unlocked seminar rooms on the 2<sup>nd</sup> floor. All students are expected to show mutual consideration for others.

### **4.2 Recreation rooms for staff**

Staff recreation rooms are equipped with kitchen facilities. Staff are responsible for proper usage and good order.

Staff must wash up any crockery or cutlery which they bring from home.

### **4.3 Meeting and conference rooms**

The (small) meeting rooms on the 3<sup>rd</sup> and 4<sup>th</sup> floors are reserved for meetings held by Uni staff who work in shared offices.

Conference rooms can be reserved for scheduled conferences. Conference Rooms No. 3.B05 and 3.B06 may be used by students during the building's opening hours. Where there is no reservation to use of a room, staff take precedence over students.

### **4.4 Library and PC workspaces in the ZHB**

ZHB usage regulations apply.

### **4.5 Use of teaching rooms**

When leaving teaching rooms, lecturers are responsible for ensuring that tables are returned to their original positions and that windows are closed and technical equipment and lights are turned off. Any furniture removed from other rooms must be returned; any rubbish must be disposed of and whiteboards / blackboards must be cleaned. Furniture may not be taken outdoors.

Should there be technical malfunctions or support be required, the technical manager on duty is able to view teaching room lecturing areas via live streaming. No images are recorded.

### **4.6 Food and drink in teaching rooms**

The consumption of food or drinks in cups/glasses is not permitted in teaching rooms. This also applies to student workspaces and the tutorial room on the lower ground floor as well as seating areas in the corridors. Sport-style bottles are permitted.

### **4.7 Cafeteria**

Guests must clear tables. The cafeteria eating area may not be used as a workspace from 11:30 to 14:30 during term time and from 11:30 to 13:30 between terms. Guests and cafeteria staff are entitled to send individuals who do not comply with this rule away.

### **4.8 Public areas and corridors**

No backpacks, bags or other personal items may be left in public areas. Unattended items will be removed and can be collected from the information desk at the main entrance on the ground floor against payment of a fee of CHF 10.

## **4.9 Keys / Locking up**

Keys for Uni and ZHB staff are handed out by the Uni's Facility Management department; keys for PH Luzern staff are provided by the head of the PH Luzern Infrastructure department. Staff who cease working for the Uni, ZHB or PH Luzern must return their keys at the latest on their last day of work without being requested to do so. Keys are personally assigned to staff members and may not be given to third parties. Unauthorized third parties should not be allowed access to the Uni/PH building.

In the event a key is lost, an administration fee will be charged. Any additional costs incurred (changing of locks, etc.) may also be charged to the individual concerned. Keys can be confiscated if used improperly.

Offices must be locked when staff members leave them.

Students are not given keys. Members of student organizations are provided with a key to access their offices.

## **5. Further provisions**

### **5.1 Theft, acts of vandalism**

In accordance with the Swiss Code of Obligations, individuals who steal or damage Uni, ZHB or PH Luzern property must make good any damages incurred. The right to take further legal action remains reserved.

The Uni, ZHB and PH Luzern are not liable for theft of, or damage to, the property of building users.

### **5.2 Lost property**

Items which are found must be handed in to the information desk at the main entrance on the ground floor, where lost property can also be registered. PH Luzern lost property can be handed in at the Further Education office.

### **5.3 Violence**

No violence or sexual harassment will be tolerated anywhere in the Uni/PH buildings or the surrounding area. Carrying of weapons or weapon-like objects is forbidden. The right to take legal action remains reserved. Anyone who witnesses anything in this regard is requested to contact the Facility Management department (Tel. 041 229 51 51) or the information desk (Tel. 041 229 50 00) immediately.

### **5.4 Notice boards, printed items and advertising**

Notice boards are intended to facilitate teaching and studying and must be managed correspondingly by the individual organizations. Advertising may only be displayed on the notice boards provided for this purpose. Pasting of posters or similar on walls is not permitted.

The putting out or distribution of printed matter and advertising materials anywhere in the Uni/PH building and the surrounding area is subject to approval. Approvals are issued by the Uni's Administrative Management department (Tel. 041 229 51 51; e-mail: [veranstaltungen@unilu.ch](mailto:veranstaltungen@unilu.ch)). The Marketing and Communication department of the PH Luzern is responsible for the 2<sup>nd</sup> floor.

## **5.5 Parking of vehicles**

Visitors, staff, lecturers and students may park their cars in the adjacent station car park. This is subject to a fee. The Uni, PH Luzern and ZHB do not provide any parking spaces. Parking spaces outside the post office are managed by the Swiss Post Office.

There are three designated disabled parking spaces next to the main entrance.

Motor bikes, scooters, mopeds and bicycles may be left in the corresponding, specially designated areas. The Facility Management department is entitled to have bicycles and two-wheel vehicles left outside these areas removed. They can be collected from the Facility Management department for a period of three months against proof of ownership and a fee of CHF 10. If not collected during this period, bicycles and two-wheel vehicles will be disposed of or donated to a charitable organization.

Bicycles may not be brought into or left inside the building. With the exception of aids for individuals with impaired mobility, the use of any other transport means with wheels is forbidden inside the building. The Facility Management department is entitled to carry out the same procedures regarding bicycles inside the building as for those left outside of designated areas.

## **5.6 First-aid service**

The first-aid room is located on the ground floor behind the information desk. There is a defibrillator outside the entrance to the students' shop. Emergencies must be reported to the information desk or via the internal emergency number (Tel. 041 229 [50 50](tel:0412295050)).

## **5.7 Safety regulations**

Open fires and burning candles are forbidden anywhere in the Uni/PH building.

Escape routes and emergency exits are signposted. They must be kept completely clear at all times. They may not be obstructed by fittings; movable fixtures or any other objects.

Safety equipment, in particular fire doors and extinguishers, must remain readily accessible and functional at all times.

Evacuation requests (loudspeaker announcements, etc.) must be obeyed immediately. Organizers and lecturers are responsible for the evacuation of individuals in teaching rooms. The assembly point is located in the Inseliquai Park.

Emergency instructions must be observed and complied with.

In crisis situations, instructions issued by the Safety Officer or Head of the Facility Management department and Facility Management staff must be strictly adhered to.

## **5.8 Uni/PH Building Safety Officer**

The Safety Officer and/or Head of the Facility Management department are authorized to issue instructions; this authorization may be exercised to ensure compliance with safety regulations. In situations which represent an immediate danger, he or she may intervene and initiate corresponding instructions and/or measures.

## **5.9 Addictive substances and stimulants**

Smoking is strictly prohibited throughout the Uni/PH building.

The possession and consumption of, and dealing in, drugs or other prohibited substances is forbidden in the Uni/PH building and surrounding area and will be punished. Legal regulation apply.

### **5.10 Day use lockers**

Day use lockers are available on the lower ground floor. Users may bring their own padlocks to lock them. Lockers must be cleaned out at the latest by 21:45 on the day of use.

Lockers which have not been cleaned out will be locked by the Facility Management department. They can only be unlocked by the Facility Management department, which charges a fee of CHF 5 for doing so.

### **5.11 Long-term use lockers**

Long-term use lockers can be rented for a period of two semesters (from mid-August to mid-July). For more information, visit the Uni website.

Lockers are available on the 2<sup>nd</sup> floor for PH Luzern students and users may bring their own padlocks to lock them.

### **5.12 Pets**

Pets are only allowed in the Uni/PH building in exceptional cases and with the approval of the relevant rector's office. This does not apply to trained assistance dogs.

## **6. Permits**

Permits are required for

- The distribution of advertising material and printed matter,
- Activities involving stands,
- Sales promotions,
- Exhibitions,
- Photography, video or film recording (unless for personal use),
- Collection of donations,
- Collection of signatures and surveys.

Approvals are issued by the Uni's Administrative Management department (Tel. 041 229 51 51; e-mail: [veranstaltungen@unilu.ch](mailto:veranstaltungen@unilu.ch)), where applicable in consultation with the Uni and PH's management boards.

## **7. Failure to comply with the house rules**

If house rules are not observed, the responsible rector or director may issue a temporary or permanent ban on entering any of the buildings or surrounding area or may impose penalties in accordance with the University Statute (SRL 539c) or, for PH Lucerne, the current house and usage rules.

## **8. Concluding provisions**

These house rules are displayed on the ground floor and 2<sup>nd</sup> floor of the Uni/PH building and published on the Uni and PH Luzern websites. They may be amended at any time by the rectors of the Uni and the PH Luzern.

Luzern, 30. Oktober 2018

Universität Luzern



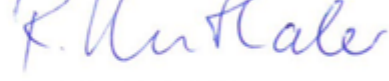
Prof. Dr. Bruno Staffelbach  
Rektor

Pädagogische Hochschule Luzern



Prof. Dr. Hans-Rudolf Schärer  
Rektor

Zentral- und Hochschulbibliothek



Prof. Dr. Rudolf Mumenthaler  
Direktor

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Abbreviations used:

Uni: University of Lucerne

PH Luzern: University of Teacher Education Lucerne

ZHB: Lucerne Central and University Library