

**Academy of Fine Arts Leipzig /  
Hochschule für Grafik und Buchkunst  
Leipzig  
House Rules**

**Effective from 13 October 2021**

Based on Sect. 13(5), Sentence 1, of the Saxon Freedom of Higher Education Act (Sächsisches Hochschulfreiheitsgesetz, SächsHSFG) as it appears in its publication on 15 January 2013 (Saxon gazette SächsGVBl. p. 3), last amended with Article 11 on 21 May 2021 (Saxon gazette SächsGVBl. p. 3), the Rectorate of the Academy of Fine Arts Leipzig has issued the following House Rules:

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## **Part I**

### **General Terms**

#### **§ 1**

##### **Scope**

(1) These House Rules apply to all buildings, building regions, offices, properties and their surrounding traffic and outdoor areas, including any pathways, owned by the Free State of Saxony and made available to the Academy of Visual Arts Leipzig/Hochschule für Grafik und Buchkunst Leipzig (hereafter HGB Leipzig).

(2) They apply to all persons using HGB Leipzig facilities (hereafter users). They also apply to contractors of the HGB Leipzig and the state-owned real estate and construction management business Sächsisches Immobilien- und Baumanagement (hereafter SIB).

(3) Upon entering the areas specified in Section 1, all users accept these House Rules as binding. Compliance with these regulations forms segments of contracts with companies whose employees work within the scope of said regulations.

(4) For rented properties, buildings and rooms, the respective House Rules apply. These are complemented by the HGB Leipzig's House Rules, insofar as they do not contradict any existing rules.

(5) In the event of any uncertainties about the interpretation of these regulations, the Rector will decide.

#### **§ 2**

##### **Authority to Control Access**

(1) In accordance with Sect. 82(2), Sentence 1, of the SächsHSFG, the authority to control access is exercised by the Rector.

(2) By means of these regulations, the Rector may also transfer the authority to control access to:

1. the Vice Rector and the Chancellor (for the entire academy)
2. the Head of the Department for Organisation/Internal Services or the person appointed by the head (for the entire academy)
3. the (Deputy) Managing Professor (for the rooms of the subject areas assigned to them for immediate use)

4. the Head of Central Facilities, their deputies and any technical workshop supervisors (for the rooms assigned to them respectively)
5. the teaching staff (for the rooms and time slots in which they conduct [teaching] events)
6. the chairs of the academy's administrative bodies and committees during meetings or examinations (for the respective room)
7. the security service contracted by the HGB Leipzig (for the entire academy)

The persons authorised to control access may transfer this right in individual cases.

(3) The Rector may revoke the authority to control access or assign it to another person. This decision must be communicated to the Staff Council.

(4) During events, the enforcement of the authority to control access may be transferred to a third party by means of a user agreement.

(5) For the purpose of enforcing the terms of these House Rules, the authorised persons have the authority to issue instructions to anyone using the respective region of the building. The authorised person is entitled and obliged to expel anyone who endangers or impairs the safety, cleanliness or order of the respective region of the building and, if necessary, to ban them from accessing the premises. A ban lasting longer than one day may only be ordered by the Rector.

(6) Any decisions and measures taken by the Rector or their deputy in exercising their authority to control access take precedence over any decisions made by the authorised person.

(7) The authority to control access may not be transferred to academic/artistic staff or students.

### **§ 3**

#### **Opening Hours and Access to the Academy Premises**

(1) The opening hours of the properties and buildings of the HGB Leipzig are determined by the Rectorate. They can be found on the HGB Leipzig website.

(2) In individual cases, HGB members and affiliates may be granted access outside the opening hours upon request, if a justified interest has been demonstrated and approved by the (Deputy) Managing Professor or Head of the central facility.

The request must be submitted to the Department of Organisation/Internal Services in good time. Students and affiliates must present personal liability insurance with sufficient coverage to the Department of Organisation/Internal Services. The Department of Organisation/Internal Services will make a decision regarding the request on behalf of the Rector.

(3) Members and affiliates of the HGB who have been granted access outside the opening hours in accordance with Section 2 may not facilitate access to the academy for any other persons.

## **§ 4**

### **General Responsibilities**

(1) All persons visiting areas covered by these regulations must conduct themselves in such a way that peaceful and respectful interaction between HGB Leipzig users is not compromised or disturbed and that safety and order are not impaired. This applies especially to teaching, research and study activities, general HGB Leipzig operations, and the running of approved events, none of which should be compromised in any way.

(2) Instructions from personnel authorised to control access must be observed. Their main purpose is to maintain order, including a clean, quiet and safe environment.

(5) All HGB Leipzig users must help to prevent or minimise the risk of accidents and damages of any kind, especially through fire, theft, and break-ins or damage to the property. All technical equipment must be used in accordance with its intended purpose.

(6) Technical faults, structural damage, identified defects, thefts, break-ins, irregularities and special occurrences must be reported immediately to the Department of Organisation/Internal Services.

## **Part II**

### **Use of Premises, Rooms and Equipment**

## **§ 5**

### **Safety and Order**

(1) Buildings, facilities, rooms and equipment must be handled with care and used in accordance with their intended purpose. Technical equipment in particular must be handled appropriately and with the utmost care. The removal or replacement of any furnishings or equipment is generally not permitted.

This excludes object disposals or transfers in accordance with the rules set out in the Procurement Regulations. Any necessary alterations to buildings, technical equipment and outside areas require written authorisation by the Department of Organisation/Internal Services. Any change in the use of rooms requires the authorisation of the Rectorate.

(2) Anyone handling electricity, gas, fire, hazardous substances or installations or equipment that may pose a risk must take due care and observe the relevant safety regulations as well as operating and user manuals. In workshops or any other special purpose rooms, the relevant safety regulations and existing terms of use must be observed. Any rooms, areas and facilities marked with no entry signs (e.g., heating rooms, lift systems, server rooms, roof areas) must not be entered by unauthorised persons.

(3) All property and buildings must be kept tidy, clean and hygienic. All HGB Leipzig members and affiliates must ensure a sensible and economical use of resources, including water and energy. The work of the cleaning staff may not be increased. Waste may only be deposited in designated waste containers. Private waste and recyclable materials may not be brought in for disposal by the HGB Leipzig.

(4) Escape and rescue routes (including staircases) may not be used as storage areas and must be kept clear at all times. The works, tools and materials of students may only be stored in designated rooms and in the respective storage areas.

If these objects are stored elsewhere without permission, they may potentially be removed and, if necessary, disposed of at the owner's expense.

(5) Users of rooms are responsible for leaving the rooms in an orderly manner. This particularly includes closing the windows, retracting external sun blinds, and switching off any lighting and electrical appliances. To prevent theft and unauthorised access, all rooms must be locked if they are left unattended, even if only for a short period of time.

(6) Any valuables and confidential documents must be locked away safely. The HGB Leipzig is not liable for any lost or damaged personal items, valuables and money (including art works).

(7) All personal belongings must be removed by the end of studies or service/contract agreement. Should any items be left behind, the academy will assume that all property claims have been relinquished and will dispose of these items at its own discretion.

Any potential costs incurred will be charged to the previous owner.

(8) HGB Leipzig property and buildings may not be occupied by unauthorised persons. Spending the night in HGB Leipzig buildings or properties is prohibited.

## **§ 6**

### **Issuance of Transponders**

(1) HGB Leipzig is equipped with a mechatronic locking system. Rooms and buildings are accessed with a transponder.

(2) Transponders for classrooms may only be issued to students presenting a valid student ID. They are activated for the current semester. Transponders may only be issued to HGB students and affiliates and require a deposit of €25.00.

(3) HGB Leipzig employees will receive access authorisation for the rooms assigned to them for use.

(4) Persons authorised to carry a main transponder include:

1. the Rector
2. the Head of Administration and Finance
3. the Head of the Department for Organisation/Internal Services
4. the Technical Services Manager and their deputy
5. the security and cleaning staff as required

(5) Persons authorised to carry a transponder for the outer doors are:

1. the Vice Rector
2. the Managing Professor and their deputies

(6) Persons authorised to carry a transponder for the courtyard gates are:

1. the Head of the Technical Workshops
2. persons authorised for parking services

(7) In case of a lost transponder, compensation must be paid.

(8) Any expansion of the group of authorised persons for individual cases must be approved by the Head of Department of Organisation/Internal Services.

## **§ 7**

### **Actions Requiring Approval**

(1) The following actions require prior approval by the person authorised to control access for their respective areas in accordance with Sect. 2(2) of these regulations:

1. distributing flyers, brochures and leaflets
2. displaying posters and notices on designated notice boards and areas, with the exception of small personal advertisements and notices
3. installing information and sales stalls as well as any other form of selling goods and similar items
4. collecting commercial orders
5. conducting surveys, except for the purposes of studying and teaching
6. photography, film, television and sound recordings, except for immediate study and teaching purposes
7. using personal, mains-operated electrical appliances

(2) Actions as defined in Paragraph 1, Item 7, require prior written notice and approval by the Head of Department of Organisation/Internal Services. Authorisation may only be granted if electrical appliances comply with VDE standards, are securely connected and have demonstrably undergone the necessary periodic testing for mobile electrical equipment.

(3) The use and rental of academy rooms and areas as well as the hosting of events outside of teaching, research and artistic practice are governed by the corresponding HGB guidelines.

## **§ 8**

### **Prohibited Actions**

Prohibited actions in particular are:

1. the blocking of rescue and escape routes as well as that of designated access routes and areas for fire brigades and emergency services
2. the blocking, removal, damage and unauthorised use of fire extinguishing and other emergency equipment
3. smoking inside buildings and other fully enclosed spaces, open fires inside buildings (e.g., candles, tea lights) and the preparation of hot food outside of designated rooms
4. sale and consumption of illegal substances

5. the use of signs or symbols glorifying violence or displaying contents that are unconstitutional, racist, xenophobic, discriminatory or otherwise inhumane
7. depositing bikes, e-bikes, e-scooters and similar vehicles inside buildings
8. use of roller skates, inline skates, skateboards and similar items
9. soiling, damaging or abusing surfaces, ceilings, walls and equipment (e.g., by using spray paint)
10. causing noise pollution and excessive sounds
11. causing disruptions of the communication infrastructure (e.g., wifi operations)
12. bringing dogs or other animals into academy buildings, with the exception of guide dogs for the blind and assistance dogs for the disabled. It is also generally not permitted to bring animals to work or study. Upon request, the person holding the authority to control access or the person to whom this authority has been assigned in accordance with Sect. 2(2) of these regulations may grant permission, provided that a disturbance of the work or study environment can be ruled out. In the event of any complaints, permission already granted can be revoked. When entering the building or passing academy grounds, dogs must be kept on a leash. Inside the building, dogs must also wear a muzzle.
13. engaging in any political party activity both on academy property and inside academy buildings. The principle of neutrality must be observed. For measures and events in connection with elections to HGB Leipzig offices and committees, the respective regulations apply.
14. any illegal disposal of waste

### **Part III**

#### **Use of Outdoor Areas**

#### **§ 9**

##### **Use of Outdoor Areas by Vehicles**

(1) Road traffic regulations, especially the Straßenverkehrsordnung (StVO), apply to the entire grounds of the HGB Leipzig and are declared binding. The speed limit is set at 7 km/h.

(2) Entries and exits, fire brigade access routes and areas as well as escape routes must be kept clear at all times.

(3) Motor vehicle parking is only permitted in the designated areas for persons authorised to do so. Temporary traffic in the courtyard for the purpose of loading and unloading is permitted.



Parked vehicles may not cause any obstruction. After loading or unloading, vehicles must be immediately removed from the courtyard.

(4) Bikes, e-bikes, e-scooters and motorbikes may be parked in the designated areas. Parking along handrails and railings is not permitted.

(5) Vehicles of any kind that are parked illegally, obstruct traffic or endanger safety may be towed away or removed at the owner's expense. Prior to this, reasonable measures must be taken to identify the holder in order to end the violation. This does not apply in the event of imminent danger.

(6) Parking vehicles of any kind on HGB Leipzig premises is at your own risk. The Academy and the Free State of Saxony do not accept any liability claims or claims for compensation.

(7) Recharging private electronic vehicles is not permitted.

## **Part IV Conduct in Specific Circumstances**

### **§ 10 Lost Property**

Lost property must be submitted immediately to either the HGB Leipzig's Head Office in the main building of Wächterstraße 11 or the security guard. Lost property is stored for up to six months. After this period, any lost property will be disposed of.

### **§ 11 Procedure for Dealing with Criminal Offences**

(1) In the event of detecting a break-in, theft or another criminal offence, the immediate supervisor or respective professor of the students as well as the Department of Organisation/Internal Services or the security guard must be informed immediately.

(2) Irrespective of having reported the incidence in-house, the person who detected or was affected by a criminal offence must also inform the nearest or relevant police station. Until the arrival of the police, the crime scene must be either supervised or blocked off to secure existing evidence.

## **§ 12**

### **Procedure for Dealing with Emergencies and Damages**

In the event of an emergency or damage, the procedures set out in the attached alarm plan must be followed. More details on fire safety and behaviour in case of fire are set out in the Fire Safety Regulations.

## **Part V**

### **Legal Consequences of Infringement / Liability**

## **§ 13**

### **Infringement Penalties**

(1) If the House Rules are violated, the following disciplinary measures may be taken in the observance of the proportionality principle:

1. issuing of a warning
2. asking the person to leave the building and outdoor areas
3. issuing a ban on entering the property

(2) Notices of an offence and applications for prosecution filed in connection with the authority to control access are the responsibility of the Rector or persons authorised by the Rector.

(3) In the event of refusals to grant authorisation, violations pursuant to (1), or other irregularities, the Rectorate must be informed immediately.

## **§ 14**

### **Liability**

The HGB Leipzig and/or Free State of Saxony do not accept liability for any damages resulting from a failure to observe the House Rules or the instructions and orders given by teaching and supervisory staff (including any persons authorised to control access), nor from the violation of any academy laws, statutory orders or regulations. This does not affect any claims against the HGB and/or the Free State of Saxony that arise from employment. Anyone who violates the provisions of the House Rules or the instructions or orders given by teaching or supervisory staff (including any persons authorised to control access), or who violates any laws, statutory orders or regulations through negligence or with intent is responsible for compensating the academy and third parties in accordance with Sect. 823 of the German Civil Code (Bürgerliches Gesetzbuch, BGB). For employees, the limitations of liability as set out in the collective labour agreement or in civil

service law apply.

## **Part VI**

### **Final Provisions**

#### **§ 15**

#### **Duty to Inform**

Academy members and affiliates must be made aware of the House Rules prior to commencement of their studies or employment. The rights and responsibilities of HGB Leipzig members and affiliates in accordance with Sect. 5(1) and (2) of the General Regulations of the Academy of Fine Arts Leipzig / Hochschule für Grafik und Buchkunst Leipzig, effective from 1 September 2020 and amended on 11 May 2021, remain unaffected.

#### **§ 16**

#### **Entry into Force**

These regulations come into force on the day following their publication. They also replace the House Rules effective from 10 November 2005, as amended on 24 April 2007.

Leipzig, the 13<sup>th</sup> of October 2021

Thomas Locher,  
Rector