

Hochschule für bildende Künste Hamburg (HFBK) House Rules

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Preamble

The Hochschule für bildende Künste Hamburg (the HFBK) is an academic university of the arts. Its premises, that is, all its buildings and facilities, should offer the best possible environment for teaching and research, prioritizing the artistic development of its students. In this sense, the HFBK views itself as a space dedicated to exploring the possibilities of artistic freedom.

Teaching at the HFBK is designed to equip students with the ability to develop their own questions and innovative solutions through learning to work independently and experimentally in the context of their own projects. As an active member of the cultural public sphere, the university contributes to new developments in art, initiates debates and gives impulses for new discussions. The following House Rules provide the parameters for an environment where artistic freedom is the highest good, protecting it and excluding as far as possible risks that may act to its detriment.

Where the House Rules leave room for interpretation, decisions should always be prioritized that promote the realization of artistic projects.

Section 1

Scope

- (1) These House Rules apply to the use of all premises belonging to the city-state of Hamburg and leased by the HFBK Hamburg, to the use of all outside premises and facilities and all fittings and furnishings belonging to the HFBK Hamburg.
- (2) They apply to all members, associates and guests of the university (hereinafter called visitors) The House Rules assist the university in fulfilling its duty to ensure that its premises are maintained safely, securely and in good order. In particular, they support the university in fulfilling its academic and artistic mandate.

Section 2
Authority and Responsibilities

- (1) Subject to Section 81 subsection 4 Hamburg Higher Education Act (*Hamburgisches Hochschulgesetz*, HmbHG), the authority and right to enforce the House Rules are vested in the President of the university.
- (2) Irrespective of the overall responsibility of the President, specific responsibilities are vested in the heads of organizational units and those with independent responsibilities for teaching and research. This means that all members and associates of the university whose teaching and/or research is not subject to instruction from others (i.e., all university professors), and all persons whose office entails responsibility for a particular area (for example, university professors, workshop supervisors, heads of departments), are also responsible for implementing the House Rules (especially Section 4), the fire safety policy and obligations in relation to health and safety at work in their specific area. Such persons are described hereinafter as “responsible individuals”.
- (3) In the context of public events and those open to all members of the university, photographs may be taken at the request of the HFBK for the purposes of marketing communications and promotional materials. Notices advising that photographic, film, video and sound recordings may be made will be displayed at the entrances and other suitable locations where they can be viewed.

Section 3
Opening Hours

- (1) The HFBK’s premises are generally available to all visitors 24 hours a day from Monday to Sunday. These opening hours may be shortened in certain circumstances, but notices of changes to the opening hours will be publicly displayed.

Section 4
Good Order, Safety and Security

- (1) All visitors using university facilities and premises must treat university buildings, outdoor facilities, and other services appropriately and according to regulatory and legislative requirements. Any incidents or damage must be reported to the Department of Buildings and Construction immediately, either in person or by phone (040 – 23 85 82 274). If no-one is

available to speak to in person, please inform the department of the incident by email at hfbk-hauservice@hfbk.hamburg.de

- (2) After using any rooms, all visitors must ensure that the windows are closed, the lights and any electric devices are switched off and that the doors have been properly locked.
- (3) Before using any university premises and facilities, all visitors must inform themselves of the exits and escape routes to be used in an emergency (including the location of assembly points), and what to do in the event of fire or accident (see also the HFBK Fire Safety Policy in accordance with DIN 14096, which is displayed publicly throughout the university). In case of any injury, first aid should be applied and if necessary, emergency services called (tel. 0-112 from internal phones or 112 from non-university phones). The porter's lodge must be informed immediately.
- (4) All stairwells and corridors at the university must be accessible for use as escape routes at all times. They must be kept clear of any obstruction. No materials or objects of any kind may be kept in these areas. Any materials or objects found in the corridors or on the stairwells will be removed. The university is not liable for any damage that may occur as a result of such removal.
- (5) Fire doors must not be blocked, propped open or otherwise restricted in their function. Fire extinguishers and other fire protection measures or devices must not be modified or impeded in any way.
- (6) Overnight stays either on the campus or in the buildings of the university are prohibited.

Section 5

Health and Safety at Work

- (1) All visitors must inform themselves of the relevant safety at work regulations, including regulations for the prevention of accidents, and of the relevant rules in relation to safety and medical procedures.
- (2) Flammable liquids (e.g., thinners, solvents, cleaning materials containing solvents) may only be stored in the cupboards specifically allocated to hold dangerous materials and must only be used for their intended applications.

- (3) It is prohibited to intervene in any way (e.g., through alterations or extensions) with the electrical facilities at the HFBK. The use of any self-manufactured object capable of carrying an electric current is strictly prohibited.
- (4) Personal, portable electronic devices usually required for university work (e.g., laptops and cables, chargers, etc.) must be set up, operated and tested in accordance with current safety regulations and the safety instructions of the manufacturer. If the devices do not meet this requirement, they will be removed by the facility management team (“Hauservice”). Devices that are not in use must be unplugged from the electrical network.
- (5) Smoking is prohibited in all rooms on university premises in accordance with Section 2 subsection 2 Hamburg Passive Smokers Protection Act (*Hamburgisches Passivraucherschutzgesetz, HmbPSchG*).
- (6) Open fires are prohibited in all rooms on university premises with the exception of the metal workshop.

Section 6 **Waste Disposal**

- (1) Technical materials such as paints and solvents are treated as hazardous waste. Letting hazardous materials enter waste water is prohibited at the HFBK. Special containers are available for the disposal of hazardous waste in all the artistic classes and workshops at the HFBK.
- (2) To protect health and the environment, and to keep waste disposal costs at a minimum, all visitors are asked to avoid/minimize waste wherever possible.
- (3) Most rooms have a dark-coloured waste container for general waste and a blue container for paper recycling. Other materials can be disposed of in specialist containers which are placed at various points around the university (these are signposted in the corridors of the main university building). Larger volumes of waste (e.g., packaging, catalogues) should be placed in the appropriate containers on campus which can be found outside the buildings.

Section 7 **Activities Requiring Special Permission**

- (1) Film, photographic, video and sound recordings intended for commercial public use require written permission from the Department of Communication and Networking.

- (2) The display and/or distribution of posters, flyers, newspapers etc. by third parties requires permission from the Department of Communication and Networking.
- (3) All central and public university events must be registered with the Department of Communication and Networking and require the latter's permission.
- (4) Events held by third parties require permission from the university management board and must be regulated by a supply contract between the university and the respective organizers stipulating the respective liabilities of each party, the charge for using university premises and facilities and the operational costs.
- (5) Any alterations to buildings or other measures affecting university premises including rooms and external facilities, or interventions in public safety, may only be carried out with the agreement and official permission of the Department for Buildings and Construction Management (hfbk-baumanagement@hfbk.hamburg.de). This particularly applies to wall, ceiling and floor surfaces.

Section 8

Liability

- (1) The university assumes no liability for any damage to or loss of art objects, works or materials in relation to study courses at the university, nor for any other personal objects, nor for any items belonging to third parties which are used, kept or stored on university premises.
- (2) The liability for damage in relation to any accidents caused by privately owned technical devices which have not been set up, operated and/or tested according to the current safety regulations and safety instructions of the manufacturer rests with the user of the respective device.
- (3) All personal objects must be removed by their owner immediately following completion of any course of study (where the owner is a student) or on the termination of the employment relationship (where the owner is an employee of the university). Objects that are left at the university will be assumed to be no longer required by their owner and disposed of by the university.

Section 9
Final Provisions

These House Rules come into effect on the day following their publication. Any previous rules and regulations replaced by these House Rule thereby lapse.