



**House Rules  
for the Palucca University for Dance Dresden  
and Secondary School of the Palucca University of Dance  
Dresden  
dated October 26, 2016**

On the basis of Section 13 (3) in conjunction with Section 82 (2) of the law regulating the autonomy of the universities in the Free State of Saxony (Sächsisches Hochschulfreiheitsgesetz ((Saxon Law of University Autonomy)) - SächsHSFG) from December 10, 2008 (SächsGVBl. p. 900), last amended by Article 24 of the Law from December 18, 2013 (SächsGVBl. p. 970, 1086) the Rectorate, with approval of the School Conference for Secondary Schools on September 28, 2017 and the Staff Council on October 19, 2016, passed the following House Regulations on October 25, 2016:

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In these regulations, the masculine pronouns shall refer equally to persons of both genders.

## **Introduction**

The House Regulations serve the safety and order and shall contribute to enabling the university and secondary school fulfill their incumbent duties. Every user must conduct themselves in such a manner that the fulfillment of tasks (particularly in the areas of teaching, research, rehearsals, classes and administration) as well as other approved events shall not be encroached on or disturbed more than is inevitable under the circumstances. The rule of mutual consideration shall apply.

### **Section 1 Scope**

- (1) The House Regulations' spatial scope comprises all of the buildings and their surrounding areas (campus) used by the Palucca University of Dance Dresden and the Secondary School of the Palucca University of Dance Dresden.
- (2) They govern the use of the entire campus (in particular access and behavior).
- (3) These rules shall apply to everyone who is present in its spatial scope (hereinafter referred to as "User").

### **Section 2 Domestic Authority, Obligatory Supervision**

- (1) The Rector or the persons authorized by him shall exercise domestic authority. Those authorized to exercise domestic authority are other members of the Rectorate, in particular the Chancellor. To ensure the fulfillment of those legal duties, every person holding an office in the self-administration of the university, every head of a university institution and every person responsible for a course, lecture or seminar has domestic authority over the specific spatial area in which their activities are performed.
- (2) The instructing professor or artistic staff member shall be responsible for the enforcement of order and safety in the dance studios and dressing rooms; the class teacher or subject teacher shall be responsible within the scope of their respective supervisory duties.
- (3) During the breaks, the supervisory duties shall lie with the Secondary School Headmaster for the duration of time in which pupils remain within the premises of the Secondary School. The Vice-Rector for Academic Affairs shall be responsible for the remaining areas of the campus. To ensure the fulfillment of their supervisory duties, both parties shall coordinate the supervisory schedules on a regular basis based on which the university and secondary school teaching staff mentioned in section 2 will be assigned their respective individual supervisory duties.
- (4) The Rector is authorized to make exceptions to the provisions of the House Regulations.

### **Section 3 Opening Hours, Access to Campus, Applications for Use**

- (1) As a general rule, during the lecture periods, the university buildings at Basteiplatz 4 are open:  
Mondays - Fridays 7:00 am - 9:00 pm  
  
Any changes in these times can be found in the daily schedules.

- (2) Access to the campus is strictly prohibited for persons who are not members or employees of the university, or who are not teachers or students / pupils of the secondary school. This shall not apply to visitors who can justify their intended access to the campus with valid reasons and visitors to the cafeteria, who can identify themselves as paying students from one of the universities associated with the Studentenwerk Dresden.
- (3) The campus may only be entered through the main entrance, Basteiplatz 4.
- (4) Only under exceptional circumstances shall pupils who are under-aged be granted permission to leave the campus during lessons and breaks. The same applies to entering the boarding school building which is not a part of the university campus in regards to insurance.
- (5) The bringing of animals onto the campus is prohibited.
- (6) Dance studios and seminar rooms as well as the rooms in the secondary school may be used up to 30 minutes before the end of the opening hours, but no later than 8:30 pm.
- (7) The use of dance studios and seminar rooms shall be applied for at the latest two work days (48 hours) before the start of use. Application shall be submitted to the Vice-Rectors during the lecture periods and during the lecture-free periods to the Vice-Rectors in consultation with the Referat Organisation/IT. The same applies for the use of rooms in the secondary school. Applications for this shall be submitted to the Secondary School Headmaster.

#### **Section 4 Administration of Keys**

- (1) Keys are all types of mechanical, electronic, electromagnetic and other keys (i.e. bumpkeys, transponders, magnet cards, etc.).
- (2) Keys will only be issued by and returned to the reception.
- (3) Keys are issued to users for limited periods of time and they will only be handed out, if the issuance is necessary for reasons that are associated with the user's activities at the university or secondary school. The issued key must not be given to a third party. The keys shall be returned immediately after the reasons for the issuance of the keys no longer apply.
- (4) Keys must be kept in a safe place. In the event of loss, the Referat Organisation/IT must be notified immediately. The key-holder can be held liable for lost keys.

#### **Section 5 Safety and Accident Protection**

- (1) With regard to the safety and accident protection, it has to be paid attention to the applicable regulations, especially the fire protection regulations and the alarm and evacuation plan for the university as amended from time to time.
- (2) Accidents, hazards, disruptions, disasters, damages and defects on movable or fixed inventory, burglaries or theft shall be reported immediately to the Referat Organisation /IT.

## **Section 6**

### **Rules and Regulations for Use**

- (1) Safety and order shall be maintained on the entire campus, cleanliness and hygiene standards shall be observed and the university's rooms, inventory and facilities shall be handled with care.
- (2) Before leaving the rooms, it shall be ensured that windows and, when present, shutters are closed, gas and water faucets, lights and electrical devices are all turned off. In particular, offices, seminar rooms and storage rooms shall be locked.
- (3) In the interest of safety and order, in particular, the following actions are not permitted:
  - opening doors identified as fire escape routes (outside of emergency situations), especially in the dance studios
  - the use of bicycles, rollers, in-line skates, kick boards, skateboards and other similar means of transportation and sport equipment.
  - the possession or consumption of narcotics as pursuant the German Narcotics Drug Act.
  - the possession or consumption of alcohol
  - the bringing of weapons or potentially dangerous weapons
  - the entering of dance studios with soiled footwear and also footwear worn outside of the dance studio, or soiled feet
  - the bringing and eating of food or drinks into the dance studios, seminar rooms, fitness rooms and all other practice rooms and dressing rooms as well as special rooms in the secondary school, with the exception of drinks that are bottled in break-proof, closed containers
  - smoking outside of the designated smoking areas.
- (4) On the entire campus, the following activities may not be carried out without prior permission from the persons referred to in Section 2 (1):
  - taking photos, filming and other forms of image and sound recording and reproduction, in particular of lectures or events, with the exception of recordings and videos that are part of training and research;
  - the distribution of flyers, prospects, handouts and advertising materials etc. except for those about activities of student and university groups within the scope of their legitimate assigned tasks;
  - the mounting of posters, bulletins etc. except for those concerning students' exchange of information on those designated surface areas;
  - taking surveys;
  - the organization of collections.
- (5) Lost property found on university premises and in the rooms shall be handed to the reception.

## **Section 7**

### **Special Rules about Organization and Behavior in the Area of the Secondary School**

- (1) Domestic authority within the area of the secondary school shall lie with the Secondary School Headmaster.
- (2) In addition, the following rules of behavior regarding the class procedures in the secondary school shall be complied with:

- The respective subject teacher shall open the classrooms 15 minutes prior to class begin.
- Spare shoes shall be worn in the school. Before the beginning of class, street shoes and outer clothing are to be removed in the cloak rooms. The clothing lockers are to be used and kept locked.
- Every pupil shall be in the classroom before the class begins, prepared and properly at their desks.
- The respective special subject room regulations apply to use of those specific rooms.
- The use of teaching materials, technical devices, music instruments as well as the handling of open fire, gas, electricity, chemicals etc. shall only take place with permission or under supervision of the special subject teacher.
- Chewing gum during class is forbidden.
- The use of mobile phones, MP3-players, electronic or game devices is forbidden during class and during the short breaks. They must be turned off and stored in the lockers.
- At the end of every class, the classroom shall be left in an orderly manner (papers collected, blackboards wiped clean, windows closed, and after the last class, - with the exception of rooms A 211, A 214 and A 215 - the chairs must be put up in accordance with the cleaning schedule).

### **Section 8 Liability**

- (1) Entry to the university and the use of its facilities by persons who are neither members nor university employees or teachers, nor pupils from the secondary school, as well as members and university employees who make use of the university facilities in a manner beyond the scope of their employment or educational relationship, do so at their own risk.
- (2) Any liability on the part of the university for personal injuries and damage of any kind incurred by those persons named in (1) is explicitly excluded, even in cases of negligent behavior on the part of the university officials.
- (3) Otherwise, the university is liable to members and employees of the university as well as teachers and pupils of the secondary school within the limits of the statutory provisions.
- (4) In particular, the university shall not be liable under their duty of care toward third parties with respect to persons who are not authorized to be on campus or whose behavior does not fall within the scope of the intended use of the campus premises.

### **Section 9 Rules of Behavior in the Boarding School, Additional Rules**

- (1) Conduct in the boarding school shall be subject to the Palucca University for Dance Dresden Boarding School Regulations.
- (2) In addition to these house rules, the statutes, regulations and other university rules and regulations shall apply, as amended from time to time, and must be heeded and complied with within their applicable areas.

**Section 10**  
**Legal Consequences in the Event of Non-Compliance with the House Rules**

- (1) In individual cases, the Chancellor is authorized to give instructions and take measures in order to maintain safety and order. In particular, he is entitled to expel troublemakers from the university. Only the Rector is authorized to pronounce a ban from the university.
- (2) Any damage, including increased cleaning expenses, shall be compensated by the perpetrator.

**Section 11**  
**Entry into Force**

- (1) These House Rules shall enter into force on the day after their publication at the university.
- (2) They replace the House Rules from January 29, 2008.

Dresden, October 26, 2016

Prof. Jason Beechey  
Rector

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