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House Rules
of the Technische Hochschule Ostwestfalen-Lippe

of April 27, 2026

"This is an English translation.
The German version is legally binding."

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House Rules
of the Technische Hochschule Ostwestfalen-Lippe

of April 27, 2026

The Technische Hochschule Ostwestfalen-Lippe has issued the following House Rules on the basis of Section 18 (1) of the North Rhine-Westphalia Higher Education Act (Hochschulgesetz – HG) of September 16, 2014 (GV. NRW p. 543), last amended by Article 2 of the Act of December 19, 2024 (GV. NRW p. 1222), entered into force on January 1, 2025, in conjunction with Sections 22 and 24 of the Basic Regulations of Technische Hochschule Ostwestfalen-Lippe of October 20, 2022:

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§ 1
Scope

These House Rules apply to all buildings, parts of buildings, facilities, properties and outdoor areas used and managed by Technische Hochschule Ostwestfalen-Lippe (hereinafter: TH OWL). They are legally binding for all members and affiliates of TH OWL, users of university facilities, and all persons present in the buildings or on the premises of the university.

§ 2
House Authority

(1) The President exercises House Authority. In addition to the President, the Chancellor also exercises House Authority. The Chancellor is authorized to delegate the house authority further.

In accordance with Section 18 (1) HG in conjunction with Section 22 (1) of the Basic Regulations of TH OWL, the President may delegate the house authority to other members of the university. Such delegations shall be announced by public notice.

(2) During meetings of the university's governing bodies, boards, commissions and other university committees, the chairperson exercises house authority over the respective meeting rooms.

(3) In all rooms where courses or examinations are to be held, the house authority is delegated to the person responsible for the event (lecturer) for the duration of the event.

(4) For external events, any delegation of House Authority shall be regulated by the President or the Chancellor in a corresponding contract.

(5) A ban from the premises or an order to leave, extending beyond the specifically disrupted event, may only be issued by the President. The President shall decide on the initiation of criminal prosecution for trespassing and other offences.

§ 3

Opening Hours

(1) The regular opening hours for the buildings of TH OWL shall be published at each location by means of an appropriate notice in accordance with Section 13 of these House Rules. The same shall apply to deviating opening hours during events or other individual cases.

(2) During lecture-free periods, opening hours may be restricted. Relevant notices shall be taken into account.

(3) Outside these opening hours, buildings and rooms shall generally be kept locked.

§ 4

Use of Spaces

(1) The rooms of TH OWL may only be used for the purpose assigned to them by the President. Requests regarding the designated purpose and types of use for individual rooms shall be submitted to the head of the Department of Facility Management. Any change of use requires the approval of the President.

(2) The allocation of centrally managed spaces (lecture halls, foyers, etc.) and open areas shall be carried out by the head of the Department of Facility Management. Events that support the mission of TH OWL take precedence over events with other objectives.

§ 5

Safety and Order

(1) Bringing animals into the buildings and onto the premises of TH OWL is prohibited, with the exception of assistance dogs and guard dogs of commissioned companies. Exceptions require the approval of the President and may only be granted if it has been demonstrated in advance that the animal serves a specific function for official purposes. Such approval may be revoked

at any time.

(2) The use of roller skates, inline skates, skateboards, scooters and similar equipment is prohibited in the buildings and on the premises of the university.

(3) Excessive noise disturbance shall generally be avoided.

(4) In addition to the house rules, the applicable safety regulations in the laboratories and workshops shall be observed. Access to laboratories or workshops is only permitted to persons who have received instruction in the prevailing safety regulations – in addition to these House Rules. Unauthorized persons are strictly prohibited from entering.

(5) Tables, chairs and other furnishings may not be removed from the university without approval. Temporary relocation of furnishings within the university shall be reported to the Department of Facility Management and returned to their original location after use.

(6) Escape routes in hallways, staircases and corridors shall be kept clear. The storage of objects in these areas is prohibited.

(7) The consumption of food and beverages (except water) is prohibited in lecture halls and seminar rooms.

(8) Members of the university are required to separate waste on the premises of TH OWL. The university provides appropriate waste containers for this purpose.

(9) All members of the university are required to treat university property with care. In particular, they shall take steps to prevent damage of any kind, especially damage caused by fire, theft, burglary or vandalism, and ensure that all technical equipment is used properly.

(10) Bringing in private items (radios, televisions, furniture, etc.) is not permitted. This does not apply to items used for the preparation of study projects. Bringing in personal appliances for the preparation of food or beverages is only permitted in the designated kitchenettes. This permission applies only to appliances that have been classified as safe within the framework

of the regular electrical equipment inspections conducted by TH OWL. In addition, the owners of these appliances shall ensure that, when using standard extension cords, only one appliance is connected per extension cord and that the power supply to these appliances is disconnected when leaving the university (by pulling the plug).

(11) To secure office spaces and their equipment, doors shall be locked when leaving the rooms. Furthermore, care shall be taken to ensure that windows are closed and electrically operated appliances are switched off, to the extent that operational requirements permit.

(12) Any damage, defects, irregularities or special incidents identified shall be reported immediately to the Department of Facility Management via email (gm-stoerung@th-owl.de).

§ 6
Energy-efficient Behavior

All members of TH OWL are required to behave in a way that ensures energy is used as efficiently as possible.

§ 7
Video and Audio Recording and Surveillance

Video and audio surveillance is prohibited. An exemption may only be granted by the President and in compliance with the applicable regulations and requirements.

§ 8
Weapons

Carrying weapons within the meaning of Section 1 of the German Weapons Act is strictly prohibited. This includes, for example, firearms and cut or thrust weapons, switchblades, folding knives and butterfly knives, irritant spray devices, steel rods, clubs and brass knuckles.

§ 9

Smoking Ban

To protect non-smokers, smoking cigarettes, consuming cannabis (with or without a medical certificate), tobacco and electronic cigarettes is prohibited inside the buildings. Smoking is only permitted outdoors and exclusively in the designated areas where ashtrays are provided. The use of ashtrays for the disposal of tobacco products is mandatory.
The consumption of medical cannabis, that is, with a medical certificate for the alleviation of health-related symptoms, is permitted on campus, although the general regulations on smoking shall still be observed. Private consumption of cannabis without a medical certificate is prohibited throughout the entire campus.

§ 10

Alcohol

The consumption of alcoholic beverages in the spaces and on the premises of TH OWL is prohibited. Exceptions may be granted upon application by the head of the Department of Facility Management. The consumption of alcohol during courses and in laboratories is prohibited without exception.

§ 11

Lost Property

(1) Lost property shall be turned in immediately as follows:
- at Lemgo campus (Campusallee) at the Central Office (information desk),
- at Detmold campus at the local administration office,
- at Höxter campus at the local administration office.

(2) The date of receipt of the lost property shall be recorded and the item shall subsequently be kept for six months.

§ 12

Liability for Valuables and Cash

(1) Offices shall be locked when unattended. This also applies when rooms are left temporarily. TH OWL assumes no liability for private property and private cash brought into and stored in offices for non-work-related purposes.

(2) No liability shall be assumed for clothing, parked vehicles, bicycles and other movable property belonging to students, employees and other persons on university premises.

§ 13

Notices

(1) Posters and notices shall only be posted on the designated notice boards. Posters and notices outside the notice boards are not permitted.

(2) All notices on the notice boards shall include the date of posting, the duration of the posting and a clear indication of the person or group authorized to post the notice. Anyone posting a notice shall ensure that it is removed promptly.

(3) All posters and notices require authorization by the Department of Facility Management.

(4) Posters and notices serving election advertising for elections not connected with TH OWL and its members may not be displayed on university premises. This also applies to posters and notices containing content that violates the free democratic basic order of the Federal Republic of Germany or legal provisions of the European Union, the Federal Republic of Germany or the State of North Rhine-Westphalia.

(5) Posters and notices displayed in violation of the provisions of paragraphs 1 to 4 shall be removed. Any costs incurred for repairs and cleaning shall be borne by the person or persons responsible.

§ 14

Other Uses

The distribution of leaflets and flyers, the organization of fundraisers, the setting up of information and sales stands, as well as any other form of promotional or sales stands, and the use of lecture halls and rooms for events not hosted by the university itself, are generally not permitted on university premises. Exceptions to this principle require the approval of the head of the Department of Facility Management.

§ 15

Operational Facilities and Building Services

(1) The Department of Facility Management is responsible for maintaining the operational facilities and building technical services. Third parties are strictly prohibited from interfering with the operational facility systems.

(2) Electrical systems and equipment shall be operated and maintained in accordance with electrical regulations. Their proper condition shall be checked regularly.

(3) Furthermore, access to technical operating rooms is generally prohibited for unauthorized persons.

§ 16

Accident Prevention and Fire Prevention

(1) Occupational safety and accident prevention regulations apply at TH OWL. They shall be announced in an appropriate manner.

(2) The occupational safety specialists and the fire safety officer are available to provide advice on safety-related issues. Their role is to support the university in occupational safety and accident prevention in all matters related to workplace safety. The occupational safety

specialists have access to all rooms and workstations of the university at all times.

(3) Signs are posted to indicate the location of first aid and fire safety equipment. This also applies to emergency exits. Conduct in the event of fires and other incidents is governed by the Fire Safety Regulations of TH OWL, which shall be observed.

§ 17
Traffic Regulations

(1) The provisions of the German Road Traffic Regulations shall apply on the premises of TH OWL.

(2) Winter maintenance services for the TH OWL parking areas are limited. Only access routes and connecting paths are cleared and gritted. Use is at the user's own risk.

(3) Vehicles may only be parked in designated parking areas. Vehicles parked without authorization in fire lanes, emergency access routes, parking entrances and exits, non-designated areas and disabled parking spaces shall be towed away at the owner's expense.

(4) Bicycles shall be parked outside the buildings in the designated areas.

§ 18
Applications for Approval

To the extent as these House Rules require notification or prior approval for uses, actions, etc., the corresponding notifications and applications shall be submitted to the head of the Department of Facility Management.

§ 19

Violations of the House Rules

Violations of the House Rules shall be reported immediately to one of the persons listed in Section 2 of these House Rules. In serious cases, such violations may be punished with a temporary or permanent ban from the premises. The ban shall be imposed by the President. The initiation of disciplinary or labor-law proceedings or criminal prosecution shall remain unaffected.

§ 20

Entry into Force

These House Rules shall enter into force on the day following their publication in the Announcement Sheet of TH OWL. At the same time, the House Rules of Technische Hochschule Ostwestfalen-Lippe dated July 30, 2010 shall cease to apply.

Lemgo, April 27, 2026

The President
of the Technische Hochschule Ostwestfalen-Lippe

Prof. Dr. Jürgen Krahl

Note:
After one year from the announcement of these regulations, violations of procedural or formal requirements of the Higher Education Act or the regulatory or other law of the university can only be asserted under the conditions of § 12 (5) No. 1 to No. 4 of the North Rhine-Westphalia University Act. Otherwise, such a complaint is excluded.