

# House rules for the campus and the buildings at Andreas Hofer Straße 7, 6330 Kufstein

## Table of Contents

<b>1</b>	<b>HOUSE RULES of the Buildings at ANDREAS HOFER STRASSE 7, 6330 KUFSTEIN .....</b>	<b>2</b>
<b>2</b>	<b>Scope .....</b>	<b>2</b>
<b>3</b>	<b>General Provisions .....</b>	<b>2</b>
<b>4</b>	<b>Building Access and Opening Hours .....</b>	<b>2</b>
<b>5</b>	<b>Changes to the Appearance of the Buildings - Andreas Hofer Straße 7, 6330 Kufstein.....</b>	<b>3</b>
<b>6</b>	<b>Fire Safety, Emergencies and Smoking / Drug Prohibition .....</b>	<b>3</b>
<b>7</b>	<b>Liability .....</b>	<b>4</b>
<b>8</b>	<b>Video Surveillance .....</b>	<b>4</b>
<b>9</b>	<b>Prohibitions .....</b>	<b>4</b>
9.1	<i>Dangerous Objects .....</i>	4
9.2	<i>Animals.....</i>	5
9.3	<i>Begging Prohibition.....</i>	5
9.4	<i>Transportation and Sports Equipment .....</i>	5
9.5	<i>Food &amp; Drink in Computer Labs.....</i>	5
9.6	<i>Electrical Devices .....</i>	5
<b>10</b>	<b>Parking Options.....</b>	<b>5</b>
10.1	<i>Outdoor Parking in Front of the Andreas Hofer Straße Entrance.....</i>	5
10.2	<i>Underground Garage .....</i>	5
10.3	<i>Nearby Parking Options .....</i>	5
<b>11</b>	<b>Events .....</b>	<b>6</b>
<b>12</b>	<b>Audio, Film, and Photo Recordings .....</b>	<b>6</b>
<b>13</b>	<b>Posters, Flyers &amp; Information Materials.....</b>	<b>6</b>
<b>14</b>	<b>Final Provisions .....</b>	<b>6</b>
14.1	<i>Components of the House Rules.....</i>	6
14.2	<i>Measures for Violations of the House Rules.....</i>	7
14.3	<i>Effective Date .....</i>	7

# **1 HOUSE RULES of the Buildings at ANDREAS HOFER STRASSE 7, 6330 KUFSTEIN**

The house rules (HR) are issued by the Fachhochschul Errichtungs- und Betriebs GmbH and must be enforced by the management of the following entities:

- Fachhochschule Kufstein Tirol Bildungs GmbH
- Fachhochschul Errichtungs- und Betriebs GmbH
- International School Kufstein Tirol GmbH
- Fachhochschule Kufstein Tirol Business School GmbH

## **2 Scope**

The house rules apply without exception to all buildings at Andreas Hofer Street 7, 6330 Kufstein, hereafter referred to as "buildings."

The house rules are established in accordance with legal requirements. In cases of differing legal regulations that apply due to the various entities housed in the buildings, the highest legal requirement will apply to the entire area covered by the rules. For the International School Kufstein Tirol, additional general school regulations apply.

In connection with these house rules, the term "users" includes:

- Employees
- Students
- Pupils
- Teachers
- Internal and external lecturers
- Visitors of all resident institutions.

## **3 General Provisions**

All users are required to take steps to prevent damage of any kind, particularly from fire, theft, or break-ins, and to use all facilities appropriately.

All users are obligated to take the utmost care of the areas covered by these house rules. Cleanliness, especially in the restrooms, must be maintained.

Waste must be disposed of in the designated containers, and waste separation should be followed. In the event of rain, storms, or snowstorms, windows must be closed.

Please ensure that when leaving lecture halls, seminar rooms, common areas, and work-places, the windows are closed, and the lights and work devices are turned off.

## **4 Building Access and Opening Hours**

The buildings may only be entered by persons authorized by the management. Upon request, proof of authorization must be shown to the authorized personnel. If no valid proof is provided, the individual must leave the building immediately (see also Section 14.2 of these house rules).

## **Opening hours of the buildings:**

### **During lecture periods:**

Monday–Friday 7:45 AM – 8:00 PM / Friday 7:45 AM – 9.30 PM / Saturday 07:45 AM -6:00 PM

### **Outside lecture periods:**

Monday–Friday 8:00 AM – 4:30 PM / Saturday: Closed

Changes to opening hours will be announced in advance at the building entrances.

- The library/Kubi has separate opening hours, which are posted at the library entrance or available on the website.
- Existing and new access rights for employees outside of opening hours are managed and granted by the respective companies under the FH Kufstein Tirol Private Foundation.
- Additional opening hours for students can be found in the student guide of the FH Kufstein Tirol.

## **5 Changes to the Appearance of the Buildings - Andreas Hofer Straße 7, 6330 Kufstein**

The external appearance of the buildings must be maintained properly at all times. Changes, particularly the attachment or placement of objects and/or posters outside of the assigned areas (see Section 12), are only allowed with the approval of the management of the Fachhochschul Errichtungs- und Betriebs GmbH.

## **6 Fire Safety, Emergencies and Smoking / Drug Prohibition**

Smoking is strictly prohibited in all buildings and on the campus. This prohibition is clearly signposted.

The use of alcohol, medications, or drugs that pose a risk to oneself or others is not allowed.

All lecture halls have signs providing instructions for "Behavior in Case of Fire" and "Behavior in Case of Accidents."

Emergency escape routes in the building are marked with emergency exit signs and must remain unobstructed at all times.

Maps displaying the nearest escape routes, fire extinguishers, and alarm points are posted in the hallways.

Trained first responders can be found in all service departments. First-aid kits are mounted on each floor near the stairwells. A defibrillator is available on the ground floor near the post depot.

In case of a fire alarm, the buildings must be evacuated calmly and orderly via the nearest escape route.

Evacuees should gather at the designated assembly point in the city park and report to the responsible person. Please ensure that access routes for emergency vehicles are kept clear.

Additionally, the "Evacuation Order" and the leaflet "Behavior in Case of Fire and Accidents" apply, both of which are displayed in each room.

For any inquiries, contact: [facilityservices@fh-kufstein.ac.at](mailto:facilityservices@fh-kufstein.ac.at)

## **7 Liability**

Users are liable to the FH Kufstein Tirol Private Foundation, the Fachhochschul Errichtungs- und Betriebs GmbH, the International School Kufstein Tirol GmbH, and the Fachhochschule Kufstein Tirol International Business School GmbH for any damage they cause, whether intentional, grossly negligent, or through slight negligence. Any damage must be reported immediately at the Info Point of the FH Kufstein or to the respective responsible department.

If repairs, cleaning, or replacement of items are necessary, these will be carried out by the Fachhochschul Errichtungs- und Betriebs GmbH at the expense of the person responsible for the damage. Compensation claims may be asserted, and the costs must be paid within 14 days.

Users are also responsible for damages caused by children or individuals under their care within the the buildings and the whole campus area.

The entities assume no liability for loss, theft, or damage to users' property within the buildings or campus, even in locked rooms or lockers.

## **8 Video Surveillance**

The entrances and the underground garage entrances and exits are under video surveillance. This is for the protection of the buildings and facilities against damage, break-ins, and theft, as well as preventing unauthorized access to the buildings.

## **9 Prohibitions**

Any behavior that endangers the peace, order, safety, or reputation of the institution must be avoided.

### **9.1 Dangerous Objects**

Carrying dangerous objects that pose a general safety risk is prohibited within the buildings. These include, but are not limited to:

- Firearms
- Stun guns
- Pepper Spray
- Knives with a blade longer than 6 cm
- Flammable/toxic/oxidizing/infectious/radioactive materials and substances
- Gas containers, etc.

Exceptions to this rule include public safety authorities, laboratory personnel, and authorized security services.

## **9.2 Animals**

Bringing animals into the buildings is strictly prohibited. Exceptions are made for service and guide dogs, as well as animals used in biology lessons at ISK Tirol.

## **9.3 Begging Prohibition**

Begging is strictly prohibited within the buildings and throughout the campus.

## **9.4 Transportation and Sports Equipment**

The use of inline skates, skateboards, scooters, mopeds, or similar transportation or sports equipment is prohibited within the buildings. These items must also not be brought into the buildings. Bicycles must be parked in the designated areas (bike racks on campus, bike racks at the corner of Andreas Hofer Street / Krankenhausgasse). Parking in front of entrances is not permitted. If ignored, bicycles may be moved at the owner's expense.

## **9.5 Food & Drink in Computer Labs**

Food and beverages are not allowed in computer labs.

## **9.6 Electrical Devices**

The operation of visibly defective devices and systems is prohibited. The use of electric heaters and other electrical appliances (e.g., coffee machines) is only permitted with approval from the Facility Management department. However, charging mobile electronic devices (laptops, cell phones, etc.) is allowed.

# **10 Parking Options**

## **10.1 Outdoor Parking in Front of the Andreas Hofer Straße Entrance**

The parking spaces along Andreas Hofer Street are subject to fees (according to posted rates) and designated as a short-term parking zone with a maximum parking duration of 180 minutes.

## **10.2 Underground Garage**

Additional parking is available in the building's underground garage, which is also subject to fees. The usage regulations and current fees can be found in the "Underground Garage Regulations."

## **10.3 Nearby Parking Options**

Other parking options in the vicinity of the buildings, along with applicable fees, are listed in the "Student Guide of FH Kufstein."

## **11 Events**

Events may only be held on campus and in the buildings with the approval of the management of the Fachhochschul Errichtungs- und Betriebs GmbH.

The organizer is responsible for the proper execution of the event in compliance with all applicable laws (Tirol Event Act 2003, Event Regulations of FH Kufstein Tirol, House Rules) and ensures that third parties engaged for the event comply with these regulations. The organizer is liable for any damages caused by the event.

Decorating the event rooms and stairwells with plants, carpets, and similar items, as well as placing signs on the campus or in the buildings, must be done at the organizer's expense and requires approval from the Fachhochschul Errichtungs- und Betriebs GmbH.

## **12 Audio, Film, and Photo Recordings**

Professional photography or filming on campus and in the buildings (including in front of and around the building, regardless of third-party permissions) requires prior approval from the Communication Department of the FH Kufstein Tirol Bildungs GmbH. School photography sessions for ISK Tirol GmbH are exempt from this requirement.

## **13 Posters, Flyers & Information Materials**

Posters and flyers may only be placed in designated areas and require approval from the Info Point at FH Kufstein. The content must not promote illegal or inappropriate behaviour, violate public decency, or contradict the mission of FH Kufstein Tirol. The institution reserves the right to remove unauthorized postings or those placed in unassigned areas (e.g., entrance doors, corridor doors, elevator cabins) at the organizer's expense.

The distribution of flyers is permitted only after approval by the Corporate Communication & Marketing Department (UKM) of FH Kufstein Tirol Bildungs GmbH, provided they include an imprint and do not violate public decency. Distribution must be carried out calmly and unobtrusively.

The use of stickers is strictly prohibited throughout the buildings. Campaign activities related to student elections at FH Kufstein Tirol are regulated by the election commission in coordination with the Facility Management department.

Ticket sales at FH Kufstein must be arranged in advance with the Corporate Communication & Marketing Department (UKM).

## **14 Final Provisions**

### **14.1 Components of the House Rules**

Additional regulations, guidelines, and leaflets are integral components of these house rules. They include:

- Student Guide of FH Kufstein
- Lecturer Guide of FH Kufstein
- Underground Garage Regulations of FH Kufstein
- Event Regulations of FH Kufstein
- Evacuation Order
- Fire and Accident Response Guidelines
- IT Data Protection and Security Policy

## **14.2 Measures for Violations of the House Rules**

In the event of violations of the house rules, appropriate measures will be taken, considering the principle of proportionality:

- Minor violations may result in a verbal warning issued in the name of the management of the Fachhochschul Errichtungs- und Betriebs GmbH and can lead to expulsion from the premises.
- If no valid authorization for building access is provided (see Section 4 of the house rules), the user must leave the building immediately.
- Repeated or serious violations of the house rules may result in a ban from entering the premises, issued in the name of the management of the Fachhochschul Errichtungs- und Betriebs GmbH.
- In urgent situations or when a crime is observed, every user is required to contact the police.

## **14.3 Effective Date**

These house rules come into effect upon publication on the websites of FH Kufstein ([www.fh-kufstein.ac.at](http://www.fh-kufstein.ac.at)) and ISK Tirol ([www.isk-tirol.at](http://www.isk-tirol.at)) and replace any previous versions.

## **On behalf of Fachhochschul Errichtungs- und Betriebs GmbH**

Managing Director  
DI(FH) Bernhard Eidherr

.....