

# House Rules of Leiden University CDH

On 19 October 2010, the Board of Governors, with the approval of the University Council, amended and re-documented the '*Regulations regarding the use of University buildings, grounds and other facilities*'. Articles 1 and 2 of these Regulations contain the rules, regulations and instructions to which *students, (guests) employees and visitors* (including suppliers) of the Leiden University must adhere subject to the *sanctions* as documented in the Regulations.

Said Regulations contain the generally applicable University house rules (see the website). The officers authorised by the BoG are entitled, on behalf of the BoG, to draft **further instructions/provisions** within the framework of these Regulations **with regard to** the complex of buildings, grounds and facilities for which they bear management responsibility.

## Campus The Hague instructions/provisions

### Complex

The instructions/provisions to be named are in force within the **Wijnhaven, Schouwburgstraat, Stichtage** buildings/building complexes as well as on their grounds.

### Objective and target groups

The instructions/provisions are aimed at offering an optimal work and study environment to the users of the buildings, and for that purpose they are targeted at (guests) employees, students, visitors and suppliers. If necessary, they are also aimed at safeguarding security, complying with laws and regulations, maintaining law and order, and protecting University property and possessions.

### A. General Instructions/Provisions

- **Access** (Guests) employees and students have access to the buildings with their strictly personal LU card. Users of the buildings may be asked to present their LU card. Visitors and suppliers must report to reception. They will be given access to the enclosed zones under the supervision of an employee. In the evening and during weekends, Wijnhaven is only accessible to students, alumni and employees who are connected with Wijnhaven by means of an LU card. Animals and pets are not allowed access, with the exception of assistance dogs.
- **Use of University property/possessions** University equipment must be used in the way it was intended to be used. You may be held liable in the case of direct or indirect damage or nuisance.
- **Smoking, illegal drugs and alcohol** Smoking is only permitted in the smoking zones. Please discard the butts in the designated butt containers. The use of illegal drugs is prohibited, both in the university buildings and on its grounds. Alcohol may be consumed if the University serves it during receptions or other festive occasions and only at the location chosen for that purpose. The light alcoholic beverages that UFB serves at the Campus Brasserie may only be consumed there and in limited quantities. Please refer to the Leiden University protocol with regards to the use of stimulants.
- **(Household) waste** Always throw waste in the appropriate waste bins. In case of doubt, use the residual waste stream. Contact the Service Desk for disposal of substantial/specific waste.
- **Use of elevators** Disabled persons have priority in using the elevators.
- **Equipment malfunction** Always report malfunction to equipment directly to the Service Desk.
- **Calamities, vandalism and theft** Report calamities, vandalism and theft directly to the reception.
- **Bicycles** Bicycles may only be parked in the bicycle racks in the bike shed and must be taken out before closing time. Residual bicycles may be removed from the bicycle storage.

## **B. Specific instructions/provisions**

### **B.1. SAFETY**

- Fire extinguishing equipment is always freely accessible. Report the use of fire extinguishing equipment to the Service Desk, irrespective of the duration of use.
- Do not use the elevators in case of a fire.
- Keep the emergency exits and escape routes free. Keep corridors, toilets, elevators and stairwells free of obstacles. Sitting on the Spanish steps of Wijnhaven is permitted.
- Follow the instructions of the Emergency Response (BHV) team in case of a fire, another calamity or an exercise.
- Shut the windows at the end of the working day or when leaving the room early.
- Get acquainted with the information with regards to safety instructions and escape routes that are available at several places within the buildings.
- It is possible to use the lockers free of charge. Enquire at reception as to the location of the lockers. Report defects to the lockers to reception. (Note: the lockers at Wijnhaven are released every day at midnight.)
- For reasons of safety, you are not allowed to bring along your own electrical equipment (inspected according 'NEN 3140'). You must make use of the equipment in the pantries of the public space. A microwave oven and water cooker are available in the restaurant area.
- The University and Complex Management are not liable for loss of or damage to personal property. Therefore, make use of the lockers in the buildings or the lockable cupboards in the office spaces.
- Do not leave (sensitive) faculty property unattended.

### **B.2 MISCELLANEOUS**

- **Poster and flyer protocol** The reception employee, with the demonstrable approval of Complex Management, will hang up posters, placards and flyers in the relevant buildings. Subjects relating to the faculties, the Hague/Leiden culture and appeals/researchers will be accepted. Posters may be put up by students and employees on the wall near the sanitary facilities on the second floor towards the library. Posters and flyers that are put up by externals will be removed.
- **Bike shed** Parking bikes in the University's lockable bike shed is possible with the use of an LU card. Bicycles that are parked outside the racks may be removed.
- **Complaints, comments and questions of a facility nature** Complaints, comments and questions with regards to facility services are welcome at the Service Desk.

### **Consultation and approval**

Execution of the following activities will take place in consultation/coordination with the Service Desk upon approval by Complex Management:

- Hanging flags and banners in or on the buildings;
- Putting up/disseminating posters, placards and flyers;
- Organising promotional activities in the public space;
- Organising drinks, receptions, parties;
- Putting up decorations, such as Christmas decorations;
- Making photographs and/or shooting film inside the buildings and on the University grounds.

### Teaching rooms/quiet areas/meeting rooms

You must make reservations for the use of teaching and meeting rooms at the Service Desk. Read the instructions in the room and abide by the following:

- Only water may be consumed (different rules apply to meeting rooms);
- Leave the room behind tidily;
- Avoid using mobile phones;
- Keep the current furniture arrangement intact;
- Return borrowed materials to the Service Desk or reception immediately after use.

### Catering rooms (UFB)

Read the visibly placed instructions in the catering rooms and abide by the following:

- Lunch guests have priority in using the room between 12 noon and 2 PM;
- Outside these hours, the room can be used for study or meets-and-greets;
- Leave tables and chairs behind cleanly;
- Consumption of delivered/takeaway meals is not permitted;
- Use the restaurant furniture as intended;
- Leave the restaurant furniture in the restaurant or brasserie;
- Dispose yourself of the waste of food and drink – preferably bought at the restaurant or brasserie.

### B.3. FACILITY REQUESTS

- **Paintings, whiteboards and signage.** Requests for the purchase and hanging of paintings, whiteboards etc. in both public spaces and workrooms are to be made with the Service Desk. The costs with regard to workrooms are to be borne by the applicant. Suggestions as to signage changes are to be made with the Service Desk. Complex Management may submit the proposal to facility coordinators.
- **Nameplates/room numbers/room signs** Applications or mutations are to be run past the Service Desk. Service Desk will ensure production and placement according to standard.
- **Transparency (taping up windows)** Requests or proposals for taping up windows will be submitted to Complex Management by the facility coordinator.
- **Notice boards/whiteboards/other information points** Applications for purchases for the benefit of workrooms are to be made with the Service Desk. The purchase costs will be borne by the applicant. The Service Desk will take care of the assembly.
- **Plants** Employees are allowed to have and maintain plants in their workroom at their own expense.
- **Workroom furniture** Purchase of furniture takes place in line with the existing furniture and at the expense of the faculty. If required, and stating the SAP number, the Service Desk will take care of the order upon approval of the facility coordinator. Non-used or excess furniture can, after consultation, be registered and stored. Applications for this must also be made with the Service Desk.
- **Corridors/public spaces** Upon approval of Complex Management, furniture (e.g. pigeonholes/letterboxes, display cases, tables and chairs) can be placed in corridors or public spaces. The purchase thereof is borne by the faculty.
- **Awning** Applications for repairs to or installing awning (both indoor and outdoor) are to be made with the Service Desk. In view of uniformity and costs, replacement will take place in consultation between the facility coordinator and Complex Management.

In conclusion, Students, employees and visitors together have the responsibility to keep the building tidy and liveable. The general introduction to the CDH instructions/provisions indicates that the above-mentioned rules concern a further detailing of the University House Rules (documented in the Regulations). You are requested to get acquainted with these Regulations (see website).