

Vienna University of Economics and Business

House Regulations



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Pursuant to § 22 (1) of the Universities Act 2002, the WU Rector's Council has passed the following House Regulations:

§ 1. Object and purpose

These House Regulations specify rules for the use of the rooms and facilities of Vienna University of Economics and Business (WU) and serve to ensure safety, security, and order in the interest of WU and all groups of people entitled to use its rooms and facilities as specified in § 2 (2) of this document.

§ 2. Scope

- (1) These House Regulations apply to all property, buildings, rooms, and facilities owned by WU or assigned to WU for the fulfillment of its tasks and responsibilities.
- (2) The WU House Regulations apply to all the groups of people entitled to use these premises and facilities, as specified below:
 - a) WU's units, officials, and representatives
 - b) WU faculty and staff members
 - c) Students
 - d) Persons in a contractual relationship with WU
 - e) Guests and visitors

§ 3. Householder rights and jurisdiction

- (1) The Rector

and, acting on his or her behalf, the Vice-Rector responsible for infrastructure

shall exercise householder rights over WU.

- a) In addition, householder rights are also exercised by the head of Campus Management, the head of Security and Event Management, and
- b) WU department chairs, within the premises assigned to their units.

(2) Under householder's rights, persons may be expelled from WU's premises. Only the Rector or the Vice-Rector responsible for infrastructure may expel people from WU's premises for periods of more than one day.

(3) The persons specified under item (1) above may delegate the enforcement of such expulsions to WU security staff or other authorized persons.

(4) The Vice-Rector in charge of WU's infrastructure is responsible for all decisions made under these House Regulations.

(5) The Vice-Rector responsible for infrastructure may delegate more far-reaching responsibilities to the head of Campus Management and/or the head of Security and Event Management.

§ 4. Room allocation

- (1) The Vice-Rector responsible for infrastructure assigns WU's buildings, rooms, and facilities to WU's academic and service units, representative groups, and other users, subject to availability and in accordance with the applicable laws and regulations.

- (2) Applications for room allocation or re-allocation have to be submitted to the head of Campus Management. If the head of Campus Management approves, applications are then submitted to the Vice-Rector for final approval.
- (3) The Vice-Rector for infrastructure, the head of Campus Management, or a person authorized by them may carry out inspections at any time to ensure the proper use of rooms. If rooms are used improperly, proper use must be restored immediately or the right to use the rooms in question may be revoked.

§ 5. Opening hours

- (1) The opening hours of WU's buildings are set by the Rector's Council. Opening hours may vary from building to building.
- (2) If, in exceptional cases, special circumstances require that courses, exams, academic events, academic ceremonies, or other events be held in buildings outside of the regular opening hours, the person in charge of the event must obtain written approval from the Vice-Rector responsible for infrastructure no later than one week before the event is scheduled to take place.
- (3) Within the general regulations set by the Rector's Council, the heads of WU's academic and other units are free to specify individual opening hours for their respective units. In accordance with the respective unit's tasks and responsibilities, these opening hours have to be set in such a way that the rooms and the equipment allocated to the unit can be used as efficiently as possible for their intended purpose.
- (4) As a rule, outside of opening hours, buildings may only be entered by WU employees, visiting professors, external lecturers, officials of the Austrian Students' Union (ÖH), and employees of commercial operations run by ÖH for work-related or administrative purposes.
- (5) Pursuant to § 89, line 3 of the Labor Relations Act (*Arbeitsverfassungsgesetz, ArbVG*), staff council members shall be granted access to all rooms that fall under the scope of the Labor Relations Act.

§ 6. General terms of use

- (1) Persons entitled to use WU's rooms and facilities are obligated to act in such a way that WU is able to fulfill its tasks and responsibilities as efficiently as possible.
- (2) All users of WU's premises, buildings, and rooms are obligated to exercise the utmost care and use these resources in a way that is economical, sustainable, and resource friendly. Users are also obligated to take care to avoid any damage, particularly damage due to fire, theft, or vandalism, and to make careful and proper use of WU's facilities and technical equipment.
- (3) When leaving a room, users are obligated to lock the room if unauthorized access would otherwise be possible. In addition, all windows must be closed and all electric appliances turned off, unless this would impair the proper use of the facilities in question. In the case of classrooms, the respective course instructor is responsible for

ensuring that these steps are taken, with the exception of locking the room. Without exception, any audio or video recordings of classes must be approved by the course instructor.

- (4) Users of WU's rooms, facilities, and buildings are obligated to immediately report any defects or damage to infrastructure to Facility Management. Defects of or damage to IT or audiovisual equipment must be reported to IT-SERVICES. Outside of office hours, problems regarding the functionality of WU's infrastructure must be reported to WU's security personnel.
- (5) All persons on Campus WU may only enter those parts of the campus grounds and, in particular, those building areas and rooms on Campus WU which they are authorized to enter, and only during the designated times when they are authorized to enter them.
 - a) Any areas, buildings, or rooms that are closed or designated as closed may only be entered by authorized users (i.e. usually authorized key card holders).
 - b) Persons who gain unauthorized access to areas that are closed or designated as closed by illegal or fraudulent means or by stealth may not only face consequences under criminal, labor, and civil law, but may also be barred from using WU's facilities pursuant to § 7 of these Regulations.

§ 7. Restrictions and withdrawal of the right to use WU infrastructure

- (1) Notwithstanding the possibility of expelling persons from WU premises as specified in § 3, the following regulations also apply:

In the interest of proper and orderly operations, the rights of individual persons to use WU's facilities may be restricted by barring them from entering specific rooms, buildings, or premises in cases of a perceived threat to safety and order at WU. Such expulsions and restrictions may be imposed by the following persons:

- a) Department chairs or heads of other WU units, within the premises of the respective unit
- b) Course instructors or persons in charge of other events, particularly to ensure order and safety in overcrowded auditoriums or classrooms
- c) The Library Director, within the premises of the WU University Library
- d) Officials of the Austrian Students' Union (ÖH) at WU, within ÖH premises
- e) WU security officers, in cases of imminent danger, if the head of Campus Management or the head of Security and Event Management is not immediately available or if immediate action must be taken to ensure safety and avert imminent threats

Any restrictions of usage rights imposed pursuant to items a) to d) must be reported to the heads of Campus Management and Security and Event Management.

- (2) All of these measures are limited in duration and remain in effect for one day. Extended expulsions may be imposed pursuant to § 3 (2) of these Regulations.

§ 8. Issuance of key cards and keys

- (1) Key cards are issued

- a) To new WU employees by the Personnel Office
- b) To visiting professors and guests by the individual departments to which they

- are assigned
- c) To students by the Study Service Center
 - d) To external library users by library staff
- (2) Security and Event Management is responsible for the administration of WU's access control system and can delegate responsibility for issuing key cards in certain areas (e.g. staff councils, ÖH students' union, key cards for visitors, guests, and delivery personnel, or special key cards) to an external security services provider or act itself as the exclusive issuer of key cards in these areas.
- (3) Emergency and maintenance keys are issued by Security and Event Management.
- (4) All key card users have to confirm receipt of their key card with their signature. With their signature, key card users acknowledge that they:
- a) May not under any circumstances hand over the key card or key to third parties
 - b) May not have any copies made of the key(s)
 - c) Must report theft or loss of the key to the police and submit the police report to Security and Event Management immediately
 - d) Must make a security deposit, if applicable
 - e) Must immediately and upon their own initiative return their key card or key to the unit which issued it at the end of their employment at WU
 - f) Must cover any additional expenses caused as specified under item 5
- (5) New keys or replacement keys may only be commissioned by Security and Event Management. In the event of loss due to gross negligence or in repeated instances of loss which make it necessary to modify the locking systems to guarantee security, the expenses incurred can be reclaimed from the key user responsible for the loss (compensations are limited to the amount of the actual expenses incurred). These regulations apply analogously to key cards.
- (6) In the event of unauthorized use of keys or key cards or cases where keys or key cards have been handed over to third parties (pursuant to § 8 (4) item a), WU is entitled to demand the return of the access medium and/or block digital access media (e.g. key cards) without additional notice or information.
- a) If the holder fails to relinquish his or her key after receiving two written requests to do so and within three weeks of delivery of the second written request, WU is entitled to replace all locks, keys, and/or digital access media affected at the key holder's expense.
 - b) If the key/key card holder is not a WU employee or student or is a company, WU is entitled to replace all locks, keys, and/or digital access media affected at the key holder's expense (pursuant to § 8 (6) item a) after only one written request (and after expiration of a three-week period after delivery of said request). In the event of repeated infractions, no written request is required for the above to apply. Digital access media can be blocked without written notice if the medium is used inappropriately or not returned in time.
 - c) Once a key card is blocked, the duration depends on the type of infraction committed.
 - d) Keys or key cards are blocked or returned by the Security and Event Management Office, upon the initiative of the Vice-Rector responsible for infrastructure, or by the appropriate representative as defined by the Rules of Procedure of the Rector's Council. If the holder is a WU employee, keys or key cards are blocked or

returned by the Vice-Rector responsible for human resources or by the appropriate representative as defined by the Rules of Procedure of the Rector's Council. Key or key cards can also be returned by the Study Service Center (SSC) for students or the Personnel Office for employees.

- e) Keys or key cards can be fully or partially blocked or withdrawn for a limited period of time in the event of unauthorized use or if given to a third party (pursuant to § 8 (4) item a) for up to two weeks for the first infraction and up to four weeks in the event of repeated infractions. These maximal durations apply only to WU employees and students.
- f) WU is entitled to charge a processing fee for reactivating or reissuing key cards or keys.
- g) The current amount of these processing fees is indicated on the WU website (Campus Management)

The Security and Event Management Office is responsible for implementing the regulations stipulated under § 8 of these House Regulations, and is therefore also responsible for the administration of keys, key cards, and any other access media.

§ 9. Special terms of use

- (1) WU's buildings, rooms, inventory, and equipment are to be used with the utmost care and economy of resource use. In particular, users of WU's infrastructure must not:
 - a) Cause unnecessary noise that disrupts the university's normal operations or engage in offensive or improper behavior
 - b) Litter in or soil rooms, hallways, and staircases, deface walls, or leave waste outside of the designated containers
 - c) Smoke on campus, except in specifically designated smoking areas or rooms
 - d) Remove or damage signs required for guaranteeing safety and order on campus (e.g. signs indicating safety equipment, emergency exits, etc.)
 - e) Bring any animals to campus, except guide or assistance dogs
 - f) Sell any goods or services on WU premises, unless a special permit or authorization has been obtained from the head of Campus Management
 - g) Carry out any monetary collections, unless they have been approved by Campus Management and are intended for charitable purposes
- (2) Procurement Management must be notified of any new, additional inventory brought to WU immediately and in writing, specifying the name or designation by which the article is commonly known in the market.
- (3) The designated notice boards and poster displays must be used for any notices and posters that are put up. In addition, the regulations specified in the WU Advertising Directive (*Werberichtlinie*) apply.
- (4) Businesses established pursuant to the Students' Union Act 1973 (*Hochschülerschaftsgesetz*), as amended, are entitled to use WU infrastructure in accordance with the applicable legal provisions.

§ 10. Safety and security on campus

- (1) All persons entering Campus WU are to behave in such a way as to make sure that other persons are not annoyed or put at risk, e.g. by noise, alcohol consumption, narcotic and prescription drug abuse, or unpleasant smells.

- (2) Video surveillance and video recordings are carried out in accordance with the applicable regulations, data protection provisions, other laws, and the applicable operational agreement, in order to guarantee the safety of everyone on Campus WU.
- (3) Carrying weapons of any kind is strictly prohibited on WU premises, even for holders of official permits. This regulation does not apply to police officers on duty or holders of a written permit issued by the Rector's Council.
- (4) Erecting or depositing objects on campus or transporting any materials or substances onto campus is prohibited unless these activities are carried out by WU employees as part of their work or are required for events, if no other security and safety regulations are violated, and if there are no safety risks to persons. In any case, such activities require prior approval by Campus Management, specifically Security and Event Management. All relevant information, regulations, and application forms are available from the WU website.
- (5) Bicycles and other large non-motorized vehicles, as well as motor vehicles and combustion engines of any kind may not be operated in, taken into, or left inside of buildings. Bike garages and bike parking spaces are available for parking bicycles.
- (6) Any instructions given by security personnel must be followed.

§ 11. Vehicle operation and use of vehicle-accessible areas on campus

- (1) The operation of any vehicles (bicycles, passenger cars, trucks, skateboards, roller skates, etc.) is permitted only in designated areas.
 - a) As a general rule, no vehicles are permitted on the main boulevard crossing the campus from east to west. This means that cycling and similar activities are not allowed. The main boulevard is a pedestrian area that may only be used by certain types of vehicles in special cases (delivery and service vehicles).
 - b) Human-powered kick scooters are exempt from these regulations.
- (2) Austrian traffic regulations (*Straßenverkehrsordnung, StVO*) apply throughout Campus WU.
- (3) Emergency, service, and delivery vehicles are exempt from the applicable restrictions on vehicle use.
- (4) Security and Event Management can issue special driving permits. General or case-specific terms and conditions may apply to these permits.
- (5) Bicycles and similar vehicles may only be parked in designated areas (bike parking spaces/garages). If necessary for maintaining safety and order on campus, bicycles and other vehicles, skateboards, roller skates, etc. may be removed without notice at the owner's/user's expense, especially in cases of imminent danger (e.g. if the vehicles block or obstruct emergency escape routes, etc.).
- (6) Parking garage and loading dock
 - a) The parking garage regulations apply to all drivers who access and leave their vehicles in the parking garage.
 - b) Garage users can enter and exit the parking garage via surface-level accesses P1 through P4, which lead directly to the Campus WU grounds.
 - c) Only garage users, technical service staff, and employees who perform work-related tasks are allowed to enter the garage. These regulations apply analogously to the loading dock and the corresponding access ramps.

- d) No vehicles may be parked in the loading dock and garage access areas, unless the driver has been explicitly authorized by WU security personnel to park there in exceptional cases.
- e) Delivery and cargo handling vehicles may only access the loading dock upon prior approval by Security and Event Management (additional terms and conditions may apply). Access to the loading dock is limited to the time required for loading and unloading goods and materials.

(7) Bicycle parking spaces and bike garages

- a) Bicycle parking spaces are specially designated and reserved for parking bicycles or bicycle-like vehicles (as defined by the StVO traffic regulations) free of charge for limited periods of no longer than one day.
- b) Bike garages are available to authorized users who hold an individual key card. Each authorized user can store one bicycle or bicycle-like vehicle (as defined by the StVO traffic regulations) in a bike garage.
- c) No objects or vehicles other than those specified under items a. and b. above may be parked or stored in the bike garages or on bike parking spaces. WU reserves the right to have such objects or vehicles removed and stored elsewhere without notice and at the owner's expense.

§ 12. Safety regulations for the use of parts of buildings or rooms (for all types of events)

- (1) If maximum occupancy figures are given for specific events, parts of buildings, or rooms, these maximum occupancy limits must not be exceeded.
- (2) The use of fire and open flame devices is permitted only with a written permit and in compliance with special terms and conditions specified by Security and Event Management.
- (3) The basic furnishings and equipment, in particular the number and layout of available seats, may only be changed with written approval by Security and Event Management.
- (4) Transporting devices, structural elements, posters, pull-up banners, and the like onto campus and erecting them there is only permitted if all applicable fire safety regulations are complied with, all escape routes and passages are kept unobstructed, and if written approval has been obtained from Security and Event Management.
- (5) Escape routes and passages must be kept unobstructed at all times.
- (6) No combustion engines of any kind may be transported onto campus and used on WU premises, except the parking garage and the garage access ramps.
- (7) Any instructions given before and during events by Security and Event Management staff and WU security personnel must be followed.
- (8) All applicable rules, regulations, and requirements must be complied with, particularly the following:
 - a) The WU Fire Safety Regulations
 - b) The Vienna Events Act (*Wiener Veranstaltungsgesetz*)
 - c) Rules and regulations specified by the appropriate municipal department (notifications and approvals issued by municipal dept. MA36)
 - d) The WU Library Regulations and the WU Library IT Terms and Conditions of Use

- e) The terms and conditions for reserving and using classrooms and study rooms
- f) The applicable IT-related directives

(9) Additional binding regulations may also be specified in the WU Fire Safety Regulations.

§ 13. Terms and conditions of use for people other than WU students, faculty, and staff members

- (1) For any use of rooms by persons other than WU students, faculty, and staff members, an application must be submitted to Campus Management in advance.
- (2) Campus Management is obligated to reject applications filed pursuant to (1) above if there is reason to assume that the activities applied for would impair WU's teaching and research activities or affect order, security, and safety on campus.
- (3) Fees apply to any uses pursuant to (1) above. The fees are set by Campus Management and include, in any case, compensation for electricity, cleaning, and heating costs incurred and adequate remuneration for staff used outside of regular working hours. In the case of events, fees may also be payable in advance.
- (4) The event organizer is responsible for maintaining order, safety, and security before, during, and after the event and for ensuring compliance with the WU House Regulations, WU Fire Safety Regulations, all applicable regulations and requirements specified by the law and by public authorities, and any additional conditions, requirements, and regulations that may apply.
- (5) Improper use of WU's facilities by persons other than WU faculty, staff, and students or violations of the WU House Regulations will result in withdrawal of the right to use WU infrastructure.

§ 14. First aid and emergency provisions

- (1) In the event of a medical emergency, an ambulance, WU security personnel, and a trained first aid provider must be notified at once. First aid kits and defibrillators are available at specially indicated locations for immediate emergency treatment.
- (2) In cases of immediate danger, the heads of Campus Management, Security and Event Management, and Facility Management are specifically authorized and obligated to take all necessary steps for averting any danger and damage to WU. The Rector's Council must be notified immediately in such cases.

§ 15. Criminal activities, theft

- (1) The police, the Rector's Council, and the head of Security and Event Management must be notified in the event of suspected criminal behavior.
Any criminal activities must be reported to the police and to WU (by means of a report form).
- (2) In the event of imminent danger, the WU security center must be notified by telephone (extension 4000) to provide help and assistance within the scope of its legal mandate.

- (3) Observed or suspected cases of theft or burglary must be reported to Security and Event Management immediately. A written report form (available online) must be submitted as soon as possible after the incident.

§ 16. Lost and found

Lost items can be handed in during designated opening hours (currently at the info desk in the LC building) and are then forwarded to the Vienna Lost and Found Service in regular intervals.

- (1) Items can only be accepted if they:
- Are not dangerous
 - Are not illegal and/or not subject to a permit or license to own or keep them
- (2) The following items will not be accepted:
- Animals of any kind
 - Perishables (food or drink)
 - Items not accepted by the Vienna Lost and Found office

§ 17. Other general security and safety regulations (except IT security regulations) that apply at WU

Fire Safety Regulations

[http://www.wu.ac.at/fileadmin/wu/h/structure/servicecenters/procurement/brandsc
hutzordnung040913.pdf](http://www.wu.ac.at/fileadmin/wu/h/structure/servicecenters/procurement/brandsc
hutzordnung040913.pdf)

WU Cloakroom and Locker Terms of Use

[http://www.wu.ac.at/fileadmin/wu/h/structure/about/publications/bulletin/pdfs/gar
derobeordnung.pdf](http://www.wu.ac.at/fileadmin/wu/h/structure/about/publications/bulletin/pdfs/gar
derobeordnung.pdf) (in German)

WU Library Regulations

<https://www.wu.ac.at/en/library/using-the-library/regulations/library-regulations/>

§ 18. Liability for damages

The following specific legislation applies with regard to liability for any damages caused: a) the Public Officers' Liability Act (*Organhaftpflichtgesetz*, OrgHG) as published in the Federal Law Gazette (*Bundesgesetzblatt*, BGBl.) no. 181/1967 and the Employees' Liability Act (*Dienstnehmerhaftpflichtgesetz*, DHG) as published in the Federal Law Gazette no. 80/1965, which apply to WU employees, and b) the general provisions of Austrian civil liability law (§§ 1293 ff. of the Austrian Civil Code, ABGB), which applies to all other users of WU's facilities and infrastructure.

§ 19. Effective date

These House Regulations take effect the day after their publication in the WU Bulletin (*Mitteilungsblatt*) and replace the previous House Regulations.

Campus Management is responsible for answering any questions regarding the content of these House Regulations.