HOUSE RULES

SCHWARZ CORPORATE SOLUTIONS Campus

BILDUNGSCAMPUS HEILBRONN

INHALTSVERZEICHNIS

§ 1 OBJECTIVE OF THE SITE RULES 2

§ 2 SCOPE OF APPLICATION 2

§ 3 HOUSE RULES 2

§ 4 ACCESS AUTHORIZATION 2

§ 5 OPENING HOURS 2

§ 6 ACTIVITIES REQUIRING PERMISSION 2

§ 7 PROHIBITED ACTIVITIES 3

§ 8 SAFETY AND ORDER 4

§ 9 ENFORCING OF VIOLATIONS 5

§ 10 SUPPLEMENTARY REGULATIONS FOR INDIVIDUAL BUILDINGS 5

§ 11 LIABILITY 6

§ 12 ENTRY INTO FORCE - AMENDMENT SERVICE 6

§ 1 OBJECTIVE OF THE SITE RULES

The objective of the site rules is to ensure safe and orderly operations on the premises of the Bildungscampus Heilbronn.

§ 2 SCOPE OF APPLICATION

See Section (2) of the Operating Rules for Bildungscampus Heilbronn: "Scope of Application with Site Plan".

§ 3 HOUSE RULES

1. The management of Schwarz Campus Service GmbH & Co. KG (SCS) is responsible for maintaining order on the "Bildungscampus Dieter Schwarz Stiftung".
2. The operations management (BL / SCS-FM) of Bildungscampus Heilbronn is appointed to monitor and comply with legal operator obligations and acts as the authorized representative for domestic authority (*Hausrechtsbeauftragte*). Its responsibilities include:
    - ensuring proper operations
    - organizing legally mandated inspections
    - troubleshooting and maintenance to preserve functionality
    - fulfilling the duty to ensure public safety (*Verkehrssicherungspflicht*) outside of leased areas
3. A security service provider is additionally commissioned to monitor safety.
4. Other authorized representatives for domestic authority are:
    - authorized representatives of the educational institutions
    - caretakers/facility managers of the educational institutions
    - teaching staff within the scope of their courses
    - other designated responsible persons during events at the Bildungscampus

§ 4 ACCESS AUTHORIZATION

The entire outdoor area of the campus grounds, the cafeteria/canteen (BC8), the restaurants (BC1+BC11), and the café (BC13) are public. However, access authorization to all other buildings is restricted to their respective employees, enrolled students, course and event participants, as well as suppliers.

§ 5 OPENING HOURS

See Section 6 of the Operating Rules for Bildungscampus: "Opening Hours of the Buildings".

§ 6 ACTIVITIES REQUIRING PERMISSION

The following activities require permission within the scope of application: Permissions for points 1 to 6 (point 7 will only be issued or approved by SCS) are granted by the respective authorized representatives for domestic authority in accordance with § 3. Written notification must be reported to SCS.

1. the distribution of flyers, brochures, and leaflets.
2. the putting up of posters and notices in public areas, as well as window filmings/foilings on or in buildings. Requests for filmings/foilings can be submitted to SCS via a tenant request (“*Mieterwunsch*”).
3. the setting up of information and sales booths (any other type of selling and distributing of goods or collecting of orders).
4. the conducting of surveys, collections, and elections, provided they do not serve the purpose of research and teaching

5. live music, loud playing of (digital) audio media + streaming content, as well as any form of performances, events, and demonstrations
6. Bringing animals along is generally prohibited throughout the entire scope of application (inside the buildings).
   Exempt from this general prohibition are exclusively medically or therapeutically necessary assistance dogs (e.g., therapy dogs) in accordance with the following provisions.

   Assistance dogs are subject to a strict approval requirement by the domestic authority representative. Approval is granted only under the following conditions:

- Proof of necessity must be provided
- Proof of pet owner liability insurance must be provided
- Consent of all directly affected individuals (course participants, employees, etc.) regarding allergies / fears must be obtained
- The location of stay must be specified (office / lecture room)

  Property repair costs incurred in this context attributable to an animal will be charged to the user of the area.

  Bringing assistance dogs must be notified to the domestic authority representative in advance and is subject to the following conditions:

- Medical proof of necessity for the patient is required for assistance dogs.
- The human-assistance dog team must be officially certified (identifiable by a photo ID and corresponding marking on the dog's vest/harness).
- Proof of pet owner liability insurance must be provided.
- Directly affected persons (e.g., course participants, lecturers, staff) may be informed in advance anonymously about the deployment by the domestic authority representative or facility management; if affected persons have severe objections (e.g., proven severe allergies), the domestic authority representative or facility management may coordinate suitable organizational protective measures in good time (such as spatial separation or seating adjustments).
- The location of stay must be specified (office / lecture room).

  Property repair costs incurred in this context attributable to an animal will be charged to the user of the area.

7. Commercial photo, film, and television recordings ("Application for a filming permit for film & photo recordings")
8. The general use of drones on the premises (see scope of application) requires prior written approval from SCS ("Application for a filming permit for film & photo recordings").
9. the use of gas, electric, or charcoal grills on the entire outdoor area (including terraces, balconies, roof and open spaces) is prohibited. Exceptions require written permission from SCS-FM and the responsible fire protection officer of SCS.

§ 7 PROHIBITED ACTIVITIES

Within the scope of application, all actions that are likely to disturb safety and order are inadmissible. In particular, the following are inadmissible:

1. the blocking of rescue and escape routes, emergency doors, as well as fire department access roads.
2. Placing any objects on hatched or otherwise marked areas is prohibited. Excluded from this are exclusively specially marked storage spaces for mail and parcel deliveries. (Coordination with SCS-FM required)
3. Entering technical operating rooms (heating, air conditioning, ventilation technology rooms; electrical operating rooms)
4. Carrying weapons of any kind as well as combustible and explosive substances. This applies in particular to all firearms, cutting, stabbing, and thrusting weapons, as well as switchblades, gravity knives, push daggers, and butterfly knives. The definitions of the Weapons Act (WaffG) shall apply.

5. the trafficking of drugs, narcotics (BtM), and medicines of all kinds, as well as the consumption of drugs and narcotics (BtM).
6. The possession of cannabis is regulated according to the Cannabis Act (CanG). The public ban on consuming cannabis is regulated by the "Bubatzkarte" (cannabis consumption map) for school and other facilities and individuals.
7. alcohol consumption (except at approved events and project-related consumption within the necessary scope of study and teaching operations, as well as catering/gastronomy)
8. smoking, the use of vapes or other devices inside the buildings, as well as on balconies, terraces, roof and open spaces on and inside the buildings (except outside in designated smoking areas)
9. begging and harassing people
10. parking motor vehicles, motorcycles, bicycles, or other vehicles outside of the designated areas
11. the use of motorized two-wheelers, roller skates, inline skates, kickboards, skateboards, and the like inside the buildings, as well as the seating areas and green spaces within the scope of application.
12. spraying, painting, writing on, dirtying, damaging, or misusing surfaces, ceilings, walls, and items of equipment
13. putting up posters and notices outside of the designated notice boards (*Aushangflächen*)
14. playing ball games (except in areas designated for this purpose, such as sports halls, playgrounds, sports fields, etc.)
15. littering/throwing away waste (apart from disposal in designated waste containers)
16. bringing private electronic devices into the classrooms (except for data processing devices and mobile phones / tablets)
17. bringing and using portable private cooking, heating, and warming appliances (such as coffee machines, kettles, radiant heaters, ...). (in accordance with Fire Safety Regulations Part B §2 Fire Prevention)
18. the loud playing of (digital) audio media / streaming content
19. the use of furniture outdoors that was not purchased for outdoor use
20. Electric vehicles, including their batteries (e-scooters, e-bikes, etc.), may only be charged at the designated parking spaces and charging stations (charging boxes near Campusbrücke Ost+Mitte, as well as at BC2). Charging inside buildings/offices is not permitted.

§ 8 SAFETY AND ORDER

1. State and Federal Regulations

   The regulations of the state and federal government must be strictly observed. The intentional or negligent non-observance of these regulations constitutes an administrative offense (*Ordnungswidrigkeit*).

2. Use According to Intended Purpose

   Buildings, facilities, devices, and equipment may only be used in accordance with their intended purpose. All employees, students, and visitors are obliged to ensure that damage of any kind, particularly through fire, theft, burglary, or property damage, is prevented. All technical facilities must be used properly.

3. Locking of Premises

   All employees and authorized persons of the Bildungscampus are responsible for locking office, seminar, and event rooms, as well as for turning off the lights and closing the windows when leaving the rooms.

4. Immediate Reporting of Damage

   Identified damages, defects, irregularities, or special incidents must be reported immediately to the

authorized representatives for domestic authority or to the SCS.

5. Discharge of Wastewater

In accordance with the building permit, wastewater must be routed separately from rainwater across the entire campus grounds. Since the drainage channels and courtyard drains are connected to the rainwater sewer, no wastewater may be discharged into them. The washbasins available in the janitorial/cleaning closets in all buildings must be used.

6. Parking

The provisions of road traffic law, in particular the Road Traffic Regulations (StVO), apply throughout the entire scope of application and are therefore binding for all traffic participants. The maximum permissible speed limit for vehicles of all kinds is 20 km/h throughout the entire scope of application, unless otherwise regulated by signage. Driving within the scope of application, the campus's own parking lots, parking garages, and underground garages is at one's own risk. Improperly parked vehicles may be towed away at the owner's expense. Improperly parked two-wheelers can be removed at a charge. Overnight parking, as well as parking for an extended period, is only permitted in approved individual cases (e.g., multi-day study trips).

- Underground Garage Bildungscampus Mitte (J-Bau): Only persons with special parking authorization are allowed to park here.
- Parking Lot + Parking Garage Bildungscampus Ost (Dammstraße 1): Parking authorizations for students of the Bildungscampus via Campuscard = parking permit, as well as with a daily parking ticket for short-term and day guests.
- Parking Garage Bildungscampus Mitte (Weipertstraße 51), Underground Garage Bildungscampus Ost (E-Bau), and Underground Garage Bildungscampus Nord (P-Bau): Parking authorizations for employees of the Bildungscampus via Campuscard = parking permit, as well as with a daily parking ticket for short-term and day guests.

7. Driving in Indoor/Interior Areas

The interior areas are designated as pedestrian zones. In these areas, walking speed generally applies. Driving with bicycles and (e)-scooters is permitted. Driving with motor vehicles is only permissible as an exception and must be registered in writing (via email) with the operations management beforehand. The reason for driving, the responsible contact person, the commissioned transport company, as well as the date and time must be specified. Access to these areas is permitted for regular suppliers, such as parcel services.

§ 9 ENFORCEMENT OF VIOLATIONS

1. Authorized Representatives for Domestic Authority

The authorized representatives for domestic authority are empowered to issue the necessary orders to maintain safety and order. In particular, they have the right to expel disruptors from the premises (expulsion from the premises). In the event of repeated or gross violations, a house ban of up to one year can be issued. A house ban with an effect extending beyond one day can only be issued by the management of SCS.

2. Criminal Complaint

   The right to file a criminal complaint for trespassing (*Hausfriedensbruch*) belongs to all holders of domestic authority.

3. Police

   Should there be problems with the enforcement of instructions, police assistance is to be requested if necessary.

§ 10 SUPPLEMENTARY REGULATIONS FOR INDIVIDUAL BUILDINGS

For individual buildings, parts of buildings, and facilities, the following supplementary regulations and terms of use apply:

1. Bildungscampus 15 (R-Bau) Library
   - Library Terms of Use
   - Library Fee Schedule
   - Locker Regulations
2. Bildungscampus 4 & 5 (B-, C-Bau)
   - Accident Prevention Guidelines
   - Terms of Use for IT Hardware and Software Installation at DHBW Heilbronn
3. Bildungscampus 1 (A-Bau) FORUM and Bildungscampus 6 (H-Bau) AULA

- Terms and Conditions for Events (*AGB-Veranstaltungen*), Places of Public Assembly Ordinance (*Versammlungsstättenverordnung*)

§ 11 LIABILITY

To the extent legally permissible, the liability of SCS and its employees for damages of any kind is limited to intent and gross negligence. No liability is assumed – among other things – for the loss of items (such as laptops, clothing, bags, etc.). In all other respects, statutory provisions shall apply. This limitation of liability is bindingly accepted upon entering the scope of application.

§ 12 ENTRY INTO FORCE - AMENDMENT SERVICE

These house rules shall enter into force on September 1, 2026.

SCS is responsible for updating and revising these rules in the event of operational, structural, or organizational changes.

HEILBRONN, September 1, 2026

Operations Management Bildungscampus

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