

# **University of Bremen's Guidelines on the Use of University Rooms and Open Spaces**

dated September 27, 2023

Note: Only the German version of the guideline is binding; the English translation is for information purposes only.

## Preamble

Diversity is a top priority at the University of Bremen. The university strives to reflect social diversity in its orientation and organization, as well as in day-to-day university operations, and to provide good framework conditions for successful individual participation – taking into account gender, cultural background, disabilities, social origin, sexual orientation, worldview, age, and family obligations.

This principle also applies to events at the University of Bremen. A wide range of events on campus is welcomed and promoted in the spirit of diversity.

All events on campus are to be organized and conducted in a respectful manner and with full accessibility in mind. Although the maximum number of participants allowed to attend an event may be limited, access to the event must be open to all members of the university community on an equal basis and under the same conditions, regardless of gender, cultural background, disabilities, social origin, sexual orientation, worldview, age, and family obligations. Organizers must ensure that the event is organized and conducted in such a way as to preclude any discrimination within the meaning of the General Act on Equal Treatment – AGG (Allgemeines Gleichbehandlungsgesetz); see section 2, paragraph 1, of the AGG.

### I.

#### Scope of Application

1. Applications must be made for events in rooms or open spaces of the university that are not directly part of the course. The rooms are released centrally.
2. No application is required for events organized by the University Executive Board and other bodies, committees, academic institutions and other organizational units of the central academic self-administration, as well as the bodies, committees and academic institutions of the faculties, the bodies of the student body pursuant to section 45, paragraph 4, sentence 1, of the Higher Education Act of the State of Bremen – BremHG (Bremisches Hochschulgesetz), as well as the Bremen State and University Library, provided that the event takes place within the scope of their respective duties according to the BremHG. Instead of an application, a room request must be submitted.

3. The application must be submitted online or in text form to the responsible administrative department of the Central Room and Multimedia Scheduling Office at least four weeks prior to the event. Late applications may result in the event not taking place for internal organizational reasons.

## II.

### Approval

1. Approval is required for all events that do not serve to fulfill the tasks assigned to the university by the BremHG, in particular social events and events organized by student or alumni associations, student political associations, and external events. A prerequisite for granting approval is the availability of sufficient room capacity for the requested use during the period in question. In addition, approval must be denied if
  - the event will interfere teaching and research activities,
  - the planned event or its content violates applicable law or there are indications that the content of the event violates the free democratic basic order as defined by the German constitution,
  - the event is likely to damage the reputation of the university or individual members of the university in the eyes of the public,
  - the event is organized by a political party, a constituency group, a citizens' group, or a similar organization, or if the event is intended to promote the views and concerns of such organizations,
  - there are other important reasons for not holding the event (e.g. the event is being held at an inappropriate time, the conditions for the previous provision of rooms have been violated, etc.).
2. There is no legal claim to approval. Approval may be revoked if it was obtained on the basis of false or incomplete information.
3. All events are subject to the provisions of the university's General House Rules and fire safety regulations.

## III.

## Organizer

1. Events as defined in I or II may be held by natural persons or legal entities. In the case of a legal entity or an association of natural persons, a responsible person must be named. The responsible person must sign a binding declaration to assume all rights and obligations of the organizer.
2. The organizer is responsible to the university for the proper running of the event. The organizer enters into a contract with the university for the use of the rooms and/or open spaces. In particular, the organizer must ensure that:
  - the event does not take place if approval has not been granted,
  - any conditions and requirements defined as part of the approval are complied with, in particular that adequate liability insurance is taken out and that a safety concept is drawn up and complied with,
  - all relevant legal provisions are complied with, in particular the provisions applicable to event security, other safety and regulatory provisions, trade law, copyright provisions and provisions for the protection of minors, and any necessary official permits are obtained,
  - any necessary registration and payment of fees is made to GEMA,
  - other events, in particular courses, are not disturbed,
  - The provided rooms or open spaces, including their equipment, are treated with care and used only for the agreed purpose. After the event has been held, rooms or open spaces must be restored to the condition they were in at the time they were made available. If the rooms or open spaces are not restored to a satisfactory condition, the university reserves the right to use a substitute performance. The organizer will bear the costs of the substitute performance.

The university may require the organizer to cancel the event if there is a significant breach of the above obligations or if there is a risk of damage to the university, the participants, or other threats to public safety and order. Rooms and open areas must then be vacated and returned immediately.

3. If the organizer of an event requiring approval violates the obligations set out in II, permission to hold further events requiring

approval at the university will be denied. The same procedure applies if the actual course of the event is fraudulently misrepresented, e.g. if topics, speakers, or organizers are changed after approval has been granted, or if a different organizer is named in public than in the application. Approval for such an event will be deemed not to have been granted.

4. The organizer exercises domiciliary rights with respect to the rooms/open spaces made available during the event. This includes anterooms and the usual access routes to the event space. The organizer excludes from the event persons who substantially or permanently disturb the proper conduct of the event or dissolve the event if this is necessary to avert dangers, to prevent or eliminate disturbances, or for reasons of public safety and order. The right of authorized persons to enter the premises of the University of Bremen remains unaffected. Authorized persons must be granted access to the event at all times. Their instructions must be followed immediately. The organizer must be available to the university for the entire duration of the event.
5. If the organizer has been given a key to the rooms provided, they must ensure that it is kept safe and not made accessible to unauthorized persons. Appropriate surveillance and monitoring measures must be taken to ensure that unauthorized persons do not gain access to the rooms. The organizer must ensure that the rooms are properly locked during breaks and at the end of the event.
6. The organizer must ensure that the university's General House Rules and fire safety regulations in the version valid at the time of the event are observed for the entire duration of the event.

#### IV.

#### Use of the University Logo

**For events organized by institutions of the University of Bremen, it is mandatory to use the university's corporate design in accordance with the Corporate Design Guidelines (see [www.uni-bremen.de/corporatedesign](http://www.uni-bremen.de/corporatedesign)) on advertising materials used to publicize the event.**

In the case of cooperative events in which the University of Bremen is involved (in the planning, implementation, or as a sponsor) but is not the organizer, it must be checked on a case-by-case basis whether the logo of the University of Bremen may be used on promotional material. In any case, the logo guidelines must be observed. These guidelines state, among other things, that a

protective zone must be maintained around the university logo and that the figurative mark “U” must always be used together with the word mark “Universität Bremen.” In addition, the university logo may not be distorted, inverted, mirrored, or placed individually. The logo is primarily used in red/black on a white background. Alternatively, it may be used as a negative version (white) on a very dark background.

If the university is not involved in the event, the university logo will not be made available for promotional purposes.

## V.

### Usage Fee

1. For the use of rooms for events requiring approval as defined in II. above, an appropriate rental fee plus a flat fee will be charged. In addition, a fee will be charged for events that involve increased expenses. These include, in particular, conferences, cultural events, celebrations, and graduation ceremonies. Other special services may be charged.
2. The rental and cleaning fees may be waived in whole or in part for events that are of special interest to the university due to their scientific or academic significance or where there is an urgent state interest, upon separate application. In the case of student events, the rental and cleaning fees may also be waived if no fees or admission are charged to participants and the organizer does not receive any event-related financial contributions from non-university co-organizers or other third parties. The rental and cleaning fees may also be waived if the rooms are made available for use by bodies of Bremen’s administration.
3. It must be clarified with facility management to what extent and at what time the rooms are to be opened and closed.

## VI.

### Liability

1. The organizer will be fully liable for all damages for which they are responsible as per the statutory provisions and which the university

incurs as a result of the event. In particular, the organizer will also be liable for all damage caused by participants in the event or other persons to whom the organizer has allowed access to the rooms/open spaces or who have gained access to the rooms as a result of the organizer's neglect of its supervisory duties. The university reserves the right to make approvals pursuant to II. dependent on proof of insurance coverage appropriate to the size and nature of the event and, if necessary, on the submission of an appropriate safety concept.

2. The university and its employees will not be liable for any personal injury, property damage, or financial loss suffered by the organizer, participants, or other third parties during or as a result of the event. The organizer will be solely liable for damages to participants, the organizer's staff, or other third parties. In this regard, the organizer will indemnify the university in the event of a claim.
3. The organizer is responsible for ensuring the safety of the rooms and open spaces used.
4. The university will not be liable for items brought by the organizer.

## VII.

### Effectiveness

*These guidelines will enter into force on the date of signature.*

University of Bremen

Bremen, September 27, 2023

Signed

The President