



## HOUSE RULES for the Käthe Leichter Forum at Heidelberg University

The Käthe Leichter Forum (KLF) in INF370 houses the Graduate Academy, the Doctoral Students' Convention, and a number of working and event spaces, also called co-working and flexi-use areas.

The latter are comprised of:

- a seminar room for up to 15 people (bookable upon request),
- a meeting room (rotunda) for 4 people (bookable online),
- an open event space for up to 30 people (bookable online)
- six individual co-working desks (bookable online)
- individual and communal seating areas
- a communal kitchen area

All of these spaces can be used by members of the university.

Due to the open-plan nature of the Forum in which noise travels easily among the different spaces, we ask visitors to be considerate of each other and to adhere to the rules set out here. Visitors confirm that they will follow the rules by entering the KLF.

### 1. Booking and use of the premises

Reservation procedures and conditions and access to the building are defined in the operational rules of the premises. This information is available on the Graduate Academy website pertaining to the Käthe Leichter Forum ([https://www.graduateacademy.uni-heidelberg.de/akademie/arbeitsplaetze\\_en.html](https://www.graduateacademy.uni-heidelberg.de/akademie/arbeitsplaetze_en.html)).

A reservation for a time outside of the regular opening hours of the Forum must be arranged separately with the Graduate Academy.

A reservation includes the use of the booked space/co-working desk and the use of the communal kitchen. A coffee machine provided by the Studierendenwerk is located in the kitchen; coffee can be paid for with a Mensa Card or Heidelberg University student ID card.

Due to the open plan design of the ground floor, we request that all visitors keep noise levels as low as possible. The offices of the Graduate Academy are located on the mezzanine and are not freely accessible to visitors.

### 2. Access to the building

The Käthe Leichter Forum is open to the public during the walk-in office hours of the Graduate Academy Service Point. Outside of the Service Point office hours, visitors

should ring the doorbell. Regular visitors can apply through the Service Point for an electronic key card to access the building.

### **3. Use of the premises and technical equipment**

When booking the premises for an event, the event organizers are requested to identify one main contact person who will be responsible for ensuring proper use of the space during the event. The initial contact at the Graduate Academy is Ms. Silke Hoffmann (Tel: 54-19761).

Technical equipment must be used with care and returned intact after usage. Please shut down all programs and applications correctly and completely and switch off all devices. When using your own storage media, make sure that the media are compatible with the systems in the Forum and are virus-free. Copying of software in both directions is prohibited. Please report any malfunctions or problems to the Graduate Academy immediately.

Operating instructions for all technical devices are available via QR code directly on the device or on the KLF website.

When using the communal kitchen, please follow the rules and the directions that are posted in the kitchen.

Please follow the rules below when using the co-working and event spaces:

- Please leave the space as you found it and do not leave any objects or belongings behind.
- If food or beverages are being delivered for an event, someone from the event must be present to receive the delivery and must ensure that everything is disposed of afterwards.
- Please separate your waste as indicated on the trash can provided in the kitchen. Larger quantities or perishable waste can be disposed of directly in the waste containers available to the GA at the rear of the guesthouse complex.
- Please return tables and chairs to their original arrangement.
- Before leaving the building, please close all windows and turn off all lights (including the restrooms in the basement!).

### **4. Lockers**

A limited number of lockers is available on the ground floor of the KLF for visitors to store personal belongings or event materials. Lockers must be emptied at the end of the booking.

### **5. Liability**

The Graduate Academy cannot assume liability for personal property, personal injury, property damage or financial loss experienced by visitors to the Käthe Leichter Forum.

## **6. General issues**

The emergency exits are marked by illuminated signs. Maps of the exit routes are found by the stairs to the mezzanine and in the basement.

The first aid kit is located in the kitchen. A map with defibrillator locations and a list of emergency numbers is posted by the stairs to the mezzanine.

The barrier-free restroom can be accessed from the side entrance to the building.

Smoking is prohibited in the entire Käthe Leichter Forum and the Graduate Academy.

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There is currently no infant changing table. The first aid room in the basement can be used for this purpose.

Pets are not permitted in the building.

Please hand in lost property to the staff of the Graduate Academy or leave it well-marked in the kitchen area.

Welcome to the Käthe Leichter Forum!

The Graduate Academy Team (November 2022)