



Käthe Leichter Forum, Im Neuenheimer Feld 370 Overview and operational rules (as of November 2022)

1. General information

The space now known as the Käthe Leichter Forum was leased as of 02/2020 by the university for the establishment of a graduate center. The space consists of office space on the mezzanine level and working and event spaces on the ground floor, the so-called co-working and flexi-use areas (formerly the customer service area of the Sparkasse).

The Graduate Academy, as the primary user, moved into the office space on the mezzanine in 02/2020. Full use of the co-working and flexi-use areas was originally planned for WS 2020/21 and was subsequently postponed to 2022 due to the pandemic.

The space in the Käthe Leichter Forum (KLF) is intended to be used by the following institutions:

- a) Graduate Academy (GA)
- b) Doctoral Students' Convention/doctoral groups (committee work, etc.)
- c) Max-Planck-School ("Matter to Life" program)
- d) University members engaged in research, teaching and administration (for meetings, advising, events, training, etc.)
- e) Other external users as indicated through experience with the space as of WS 2020/21.

Opening hours of the Käthe Leichter Forum

In principle, the KLF can be used for the above-mentioned purposes from Monday to Friday between 8:00 am and 10:00 pm at the latest (for university events).

Core opening hours for walk-in access to the building were originally planned for Monday to Thursday from 9 am to 4 pm and Friday from 9 am until 2 pm. Based on experience gained during the trial period, it became necessary to limit walk-in access to the office hours of the Graduate Academy Service Point (see the website). Over the course of the operation of the KLF, there will be regular re-evaluations to determine the optimal "walk-in" times to allow for the best use of the space. The opening hours will then be adjusted accordingly. Outside of the walk-in opening hours, visitors can enter the building by ringing the doorbell, with an electronic key card or with a conventional key at the side entrance.

The electronic locking system allows for the allocation of individual electronic key cards using the university service card or student ID card. Unlimited access for all permanent users, especially in the event that the electronic locking system malfunctions, is guaranteed by the allocation of conventional keys for the side entrance (south). Electronic key cards can be issued by the staff of the Graduate Academy.

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Operation and Use of the KLF

The responsibilities for the operation and the use of the KLF's co-working and flexi-use areas are delegated as follows:

The Graduate Academy:

- The Graduate Academy is the on-site contact for the landlord and the university's technical/organizational facilities (D3/ZNF/URZ/external service providers). These entities provide infrastructure services for the building.
- The GA is also the regular contact for the use of the space by the Doctoral Students' Convention, the Max Planck School, university members, and others.
- The GA is responsible for the establishment of a reservation system and the coordination of reservations (web-based module) for the co-working and flexi-use areas of the KLF.

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Dezernat 3/Zentralbereich Neuenheimer Feld (ZNF):

- Technical, organizational support for the KLF in INF 370 in the context of technical and infrastructure building management (inspection, maintenance, cleaning, closing, mail, etc.)

Contacts: Secretary Dezernat 3, Tel. 06221-54 12301
Zentralbereich Neuenheimer Feld: Herr Leng, Tel. 06221-54 12361
Building Superintendent: Herr Pusic, Tel. 06221-54 5239,
hausmeister360@zuv.uni-heidelberg.de
Post office Neuenheimer Feld: Tel. 06221-54 8551
Cleaning: Firma Breer, Tel. 0176 1060 5378
Security: N.N., Tel. 06221-56 7272

Dezernat 8/Landlord:

- Contact for structural problems inside the building
- Procurement of building-specific services by external service providers

Contacts: Dezernat 8
Frau Zinkgraf, Tel. 06221 54-12810
Herr Weithofer, Tel. 06221 54-12812
Emergencies (water damage, loss of heating):
Hausverwaltung Palatin: Tel. 06221-7270219
Tel: 0621-48926974 (outside of office hours)

2. Access

The KLF has three entrances (east, south, north):

- The main entrance (east) is on the "Campus Boulevard". It is equipped with an electronic locking system and an automatic door.
- The Graduate Academy offices on the mezzanine are also accessible via the side entrance (north; with a wheelchair lift). The side entrance with wheelchair lift for barrier-free access to the GA offices has been approved and authorized by the building authorities.
- The side entrance off of the Campus Boulevard (south, opposite the bakery) serves as an emergency exit and delivery entrance. This side entrance will be retrofitted with a conventional lock and key system (independent of the original locking system).

Parking spaces for employees are available on the Neuenheimer Feld campus within the Baden-Württemberg Parking Management System. All parking spaces in this system are available for use. Additional parking spaces specifically assigned to the building can be rented (privately) from the landlord and are not part of the university's central parking system.

3. Usages (regular operation)

For regular operation, the building is divided into office space, utility areas, and co-working and flexi-use areas.

Office Space

The Graduate Academy office space comprises 5 offices furnished with workstations for 9 staff members. One additional (smaller) workstation will be retrofitted as needed. Furthermore, there are three mobile workstations in the hallway and two workstations at the front of the mezzanine in combination with an advising area, all of which enable the modular flexibility of the workstations for the GA staff.

The entire area of the KLF (INF 370) can be used by the GA; the co-working and flexi-use areas on the ground floor can be used by the institutions listed in section 1. WiFi is available in all areas; signal amplification will be necessary for regular operation if visitor numbers increase.

The Graduate Academy has their own staff restroom on the mezzanine level that also serves as a barrier-free restroom for visitors to the KLF.

Utility Areas

There is a kitchen in the basement for the use of the Graduate Academy. The heating and server room is accessed through the kitchen and is not open to unauthorized persons. Cleaning supplies and equipment are also stored in the heating and server room.

The media room, also located in the basement and accessible with an electronic key card, is used for media production and also as a first aid room. The media room is equipped, used and managed by the GA. The installation of additional power outlets is necessary in order for the room to be used at full capacity; completion was planned for 2022 and will be delayed until mid-2023.

The public restrooms for use by visitors to the KLF are also located in the basement.

There are lockers with keys for the use of visitors to the KLF located on the ground floor. Half of the lockers are reserved for the use of the Doctoral Students' Convention and half are available to visitors. In the basement there are additional lockers, which are assigned internally by the GA. Currently, half of these lockers are made available to the Doctoral Students' Convention.

Co-working and Flexi-Use Areas

The co-working and flexi-use areas are made up of:

a) Multi-Space-Zone

The multi-space zone ("open event space") can be used by members of Heidelberg University for information events, group discussions or training seminars. This area is equipped with IT equipment (85-inch monitor) and seating with tablet arms that can be arranged as needed.

The open event space can be booked using the Pretix booking system. The maximum number of users is 30 (based on available seating). The Käthe Leichter Forum house rules apply in this space.

Curtains can be used to create a visual separation between the open event space and the adjacent co-working desks. However, an acoustic separation is not possible. Possible scheduling conflicts with other users will be visible in the Pretix booking system.

b) Co-Working Area

The co-working area (6 co-working desks and two advising stations) is primarily for the use of doctoral candidates individually or for group work. Depending on the capacity, this area can also be used by other university members after consultation with the Graduate Academy.

Doctoral candidates can book the co-working desks in the Pretix booking system. All 6 desks can be booked ahead of time; however, open spots can also be booked spontaneously on site (first come first served).

The above-mentioned lockers on the ground floor for storing personal belongings, documents, etc. (see section "Utility Areas") are assigned primarily to the co-working area.

WiFi is provided in the co-working area. A telephone system will not be installed. The installation of a printer for users of the Käthe Leichter Forum is currently delayed due to the optimization of selection criteria for the equipment.

c) Formal meeting rooms

There are two formal meeting rooms in the Käthe Leichter Forum:

- i. The seminar room can be used by groups of max. 15 people and is equipped with sophisticated media equipment that allows for all events to be held in a hybrid format. The event formats include lectures, seminars, meetings, training sessions, small conferences, etc.
A new usage schedule is created each semester by the Graduate Academy in consultation with the "Matter to Life" program. If capacity allows, other members of the university may submit a request to book this space.
- ii. The rotunda provides a small meeting or workspace for max. 4 people to facilitate advising and small group meetings. The rotunda can be reserved in the Pretix booking system and is also openly accessible when it is not booked.

d) Lounge and communication area

The central communication area with a large table and a built-in kitchenette (refrigerator, dishwasher, etc.) serves as a communicative "hub" for all users of the Käthe Leichter Forum. The rules for using this area are posted in the kitchen.

There are also lounge areas for informal gatherings opposite the seminar room (4-6 people), near the staircase to the basement (2 people) and next to the rotunda (1 person).