



# NRB Rules and Regulations

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## NEW REGIONAL BAUHAUS

A PROJECT BY



1. To unlock the main door, you must use a key. After unlocking the door, **the alarm must be turned off immediately** by placing the key on the alarm set (green light) for a few seconds, until the beeps stop.
2. The NRB is open from **Mondays, Wednesdays and Thursdays from 9:30 AM to 5:30 PM**. It is closed on German public holidays.
3. **Blocking room exit doors and keeping any house or room exit doors open is strictly prohibited.**
4. The faculty does not take responsibility for the security of personal belongings and equipments brought in, including computers. Please note that, even though the workspace can be locked, it is not secure against break-ins.
5. The storage of model-making materials away from the assigned worktable, such as on the wall or the floor, is not allowed. Storing model-making materials in the corridors and stairwell is prohibited for fire safety reasons. **The storage of valuables and hazardous substances (easily flammable paints, sprays, etc.) is not allowed.**
6. The NRB and the work area must be kept in an orderly and clean condition. The storage of food and its packaging is not allowed. **Independent and regular emptying of the waste bins, as well as disposing of model-making leftovers, is mandatory.** The workplace must be left clean at the end of the booking period.
7. **The table arrangement is not to be changed.** Tables and chairs are numbered and personalized accordingly. When checking out, all furniture must be returned in full and undamaged condition.
8. Setting up personal furniture, private electrical installations (extension cords, etc.), and the installation and operation of kitchen appliances (refrigerators, hot plates, microwave devices, coffee machines, kettles) is prohibited.
9. Damages and defects to furniture, technical and sanitary facilities, doors, windows, or other parts of the room furnishings must be reported immediately.
10. Toilets are to be left clean after use.
11. Pets are not allowed on the premises.
12. Smoking is strictly prohibited throughout the entire building. Cigarette litter outside the building should be disposed of in the appropriate containers.
13. Emergency doors and escape routes must be kept clear at all times.
14. **Spraying outside of the designated area is prohibited.** Contaminations on the building caused by sprays, paints, and adhesives constitute property damage and will be pursued. **Painting and spraying work should be carried out exclusively in the designated spray room in the workshop annex (container).**

15. The use of cutters and permanent pens is only permitted if a cutting pad is used.

16. The use and parking of motorized or muscle-powered two-wheelers, inline skates, and other sports equipment is prohibited.

17. As part of the maintenance cleaning, only the waste containers set up in the rooms will be emptied in the sanitary areas. Additional waste must be disposed of immediately by the user him/herself. This includes hazardous waste, spray and paint cans and glass bottles.

