

## University regulations

We would like to welcome you to the Handelskammer City Campus and hope that you will feel at home here.

The following regulations are necessary in order to ensure that seminars and training events can run smoothly:

1. **No access to the balcony:** For safety reasons, it is not permissible to access the steps (outside stairs on the balustrades).
2. **Lift safety:** The lifts can only be used by the maximum permissible number of persons.
3. **Smoking** is restricted to the inner courtyard on the fourth floor. Please dispose of cigarette butts in the ashtrays provided.
4. To protect carpets and furniture, it is not permissible to **take food and drinks** (except for water) into the seminar rooms. Any special rules will be announced at the location.
5. Please leave the rooms in our Handelskammer City Campus and the toilets in a **clean state**.
6. We will not accept any liability for the **cloakroom or for personal items**. No personal items should be left in the seminar rooms after events have finished. Please take your personal items with you. There are lockers on the third floor which can be used during class times. You can use your own lock for these lockers. The lockers will be opened and emptied by HKBis the following morning.
7. Posters cannot be affixed in the building without the prior approval of management.
8. Additional special rules displayed in the **IT training rooms** apply to their use.
9. Disciplinary **consequences:** Breaches of these university regulations can lead to the immediate termination of the participant agreement and/or to exclusion from using our Handelskammer City Campus. We reserve the right to claim damages.

We request that you help us in complying with these regulations. If you have any questions, please do not hesitate to contact any of our staff members.

Thank you for your assistance.