

House regulations theSTAGE as of 13 October 2022

Art. 1 Scope of Application

- 1 These house rules regulate the use and behaviour in the theSTAGE at the University of St.Gallen (hereinafter referred to as HSG) - St. Jakob-Strasse 21, 9000 St. Gallen - ground floor. Gallen. The house rules of the HSG are to be observed in all further and superordinate matters. By entering theSTAGE, each user acknowledges the regulations in the latest version.
- 2 The Infrastructure Initiative, namely represented by the Executive Board, the project manager of theCO, the location manager theSTAGE and the employees, shall ensure the operation of theSTAGE. Any instructions issued by them are to be followed

Art. 2 Usage

- 1 The theSTAGE provides facilities for events and study opportunities for stakeholders of the HSG (enrolled students, clubs/societies, employees of the HSG, institutes) and a limited number of external parties. TheSTAGE serves in particular to promote creative exchange, networking with the city and the canton, strengthening the relationship with the regional stakeholders of the HSG as well as the regional embedding thereof.
- 2 The spaces shall be available primarily for student use.
- 3 Enrolled students, clubs/societies and employees of the HSG may use the theSTAGE within the scope of the aforementioned description of purpose.
- 4 Use by external parties may be granted by the Location Manager if this is in accordance with para. 1. The presence of an employee of the Infrastructure Initiative must be guaranteed.
- 5 Uses for other purposes must be approved by the Head of Real Estate of the HSG and the Location Manager of theSTAGE.

Art. 3 General Rulse of Conduct

- 1 Generally accepted rules of mutual respect and decency shall be observed.
- 2 Installations and equipment must be used responsibly. They must also be left in the designated place or in the theSTAGE respectively.
- 3 Noise and other disturbances that impair the purpose of use must be avoided.
- 4 Posters and similar writings are only permitted on the allocated billboards or with the intended hanging aids and with the approval of the Location Manager. Identification of the responsible person is required on the poster.
- 5 It is prohibited to use glue, adhesive, nails, sticky tape or similar on surfaces not intended for this purpose.
- 6 Tampering on the building and the associated outdoor area, on installations and on the inventory as well as unauthorised manipulation of technical equipment is prohibited.
- 7 Likewise, decorations, banners, palms and other similar items are only permitted with the agreement of the Location Manager.
- 8 Damage, defects and other conspicuous features must be reported to the Location Manager immediately.
- 9 All areas must be kept clean and tidy. Waste is to be disposed of in the waste stations provided. Smoking is absolutely prohibited in the entire area.
- 10 In the theSTAGE and the associated outdoor area, the acquisition, possession, consumption, redistribution and sale of addictive substances and intoxicants are prohibited in accordance with applicable Swiss law..

- 11 In case of violations, a temporary ban or a fine of up to CHF 300 may be imposed in consultation with the housekeeping service. Extended house bans or higher fines are to be applied for through the Location Manager to the Administrative Director of the HSG.
- 12 There is an absolute ban on animals in theSTAGE.
- 13 Any form of cooking is prohibited in theSTAGE.
- 14 No electrical devices (kettles, toasters, etc.) may be connected to the power supply in theSTAGE unless they have been approved by the responsible staff.

Art. 4 Opening Hours

- 1 The opening hours are from Monday to Sunday from 06:00 to 22:00.
- 2 The Infrastructure Initiative may adjust the opening hours in consultation with the housekeeping, in particular during semester breaks, exam periods as well as on general holidays.
- 3 On weekdays, the room is checked daily by theCO staff.
- 4 Within the opening hours, free access is possible for all members of the university community
- 5 With the agreement of the Location Manager, events can be held outside opening hours. The presence of a staff member of the Infrastructure Initiative must be assured for the extraordinary hours of use.
- 6 Access authorisation may be generally withdrawn in the event of a breach of the house rules in accordance with Art. 3 Para. 11.

Art. 5 Renting

- 1 The Infrastructure Initiative may, in principle and in consultation with the Head of Real Estate, rent out theSTAGE or parts thereof to users in accordance with Art. 2. A rental agreement must be concluded individually between the Infrastructure Initiative and the lessee.
- 2 The supervision of compliance with these regulations and other safety and operating regulations during use by external parties is the responsibility of the respective lessee.

Art. 6 Security and Surveillance

- 1 The safety regulations of the HSG are applicable. In particular, the entrances and exits, emergency exits and escape routes, corridors, staircases, as well as lift and basement entrances must be kept accessible at all times.
- 2 The carrying of weapons and weapon imitations of any kind is prohibited.
- 3 The Infrastructure Initiative reserves the right to carry out video surveillance within the limits of applicable Swiss law.

Art. 7 Liability

- 1 Users are liable for damages caused by unlawful intent or gross negligence.
- 2 The theSTAGE is not liable for any damages.

St. Gallen, 13.10.2022

For the University of St. Gallen (HSG)



Hans Jörg Baumann

Head of Real Estate

For the Infrastructure Initiative



Alessandro Buchmann

Location Manager theSTAGE