

# **RULES AND REGULATIONS**

## **for visitors to wko campus wien**

### **GENERAL PROVISIONS**

#### **1. Opening hours**

The wko campus wien is open from Monday to Friday from 7.00 am to 10.00 pm and on Saturdays from 7.00 am to 5.00 pm.

#### **2. Smoking**

Under Section 13 para. 1 Austrian Tobacco Act smoking is prohibited at all premises of the wko campus wien, except in the smoking zones specially provided for this purpose.

#### **3. Exclusion of liability**

We accept no liability for objects/cloakroom items which are lost.

#### **4. Accessibility**

Persons with disabilities are very welcome at wko campus wien. The campus has been designed with accessibility in mind. The staff on Reception will moreover gladly assist and provide information on the evacuation of persons with reduced mobility in the event of a fire.

#### **5. Bicycles, mopeds, scooters, etc.**

It is not permitted to bring bicycles and electrically powered means of transport into the building of the wko campus wien. In addition, the use of means of transport such as bicycles, mopeds and scooters of any kind is also prohibited at the wko campus wien.

#### **6. Right of instruction by authorised persons**

Instructions given by the staff on Reception must be observed. The staff on Reception have a right to guide/show the way to be followed.

#### **7. Prohibition on animals**

At the wko campus wien there is a general prohibition on animals, with the exception of assistance dogs and animals which are required for teaching of the syllabus during classes, etc.

#### **8. Aggressive persons, hawkers**

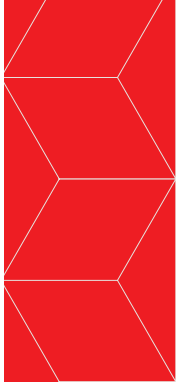
All persons who enter the building are subject to the Rules and Regulations.

Persons who are under the influence of drink in any manner or who display undesirable behaviour will not be admitted. In the event of non-compliance an immediate ban on entry will be issued. Begging, hawking and the causing of a public nuisance at the wko campus wien is likewise prohibited.

In the event of a refusal to leave the building the Executive will be contacted. Repeated violation will incur a permanent ban on entry.

The possession and use of drugs that fall under the Austrian Narcotics Act is strictly forbidden in the building of the wko campus wien. Previous consumption followed by the use of our educational programme is also prohibited.

Persons who are not registered for courses may not remain on class premises while they take place. Nor it is permitted for persons who do not belong to the wko campus wien to remain in classrooms, break rooms and cloakrooms.



### **9. Unattended objects**

Unattended objects (e.g. suitcases, bags) left at the wko campus wien will be immediately removed by staff of the Vienna Economic Chamber.

### **10. Lost property**

Lost property will be held in storage for 14 days before being handed over to the city's lost property office (Fundbüro Stadt Wien).

### **11. Fixing on walls**

It is forbidden to cause damage to walls, e.g. by nailing, screwing, drilling, gluing or the like, as is the posting of signs, etc. in rooms and corridors without permission.

### **12. Distribution of materials/billposting**

Billposting, the set-up of display stands, any application of adhesive materials and the distribution or circulation of advertising leaflets, folders, etc. is not permitted without the explicit approval of the Vienna Economic Chamber.

### **13. Alerting, evacuation and emergency action plans**

All persons employed or working at the wko campus wien must find out about the key points of the alerting, evacuation and emergency action plans and comply with the obligations of notification and the procedures laid down therein.

### **14. Locking of lecture rooms**

To prevent any theft, all lecture rooms / rooms should be locked including on leaving them, even if only for short periods.

### **15. Weapons**

It is prohibited at the wko campus wien to carry weapons of any type (in particular firearms, impact and stabbing weapons) and items or substances (explosives, drugs) which might endanger other persons or the building, or to bring same to the campus.

### **16. Compliance with the official confirmation of suitability for use as an event location**

External and in-house event organisers are obliged to comply with the standardised stipulations laid down in the official confirmation of suitability for use as an event location and in other official permit notifications that relate to the event location hired, and in event of doubt, to consult the Facility Management department of the Vienna Economic Chamber; this in particular applies as regards the maximum number of attendees permitted in each case. All relevant statutory provisions must moreover be observed. Should any official registration (e.g. of the event) or authorisations be required, a copy of same must be submitted to Facility Management in good time prior to commencement of the event.