

## **Public Usage Regulations**

for the canteens and cafeterias of the Kölner Studierendenwerk (KStW)  
(Status July 2016)

1. Students, employees and guests of Cologne universities and the Kölner Studierendenwerk as well as suppliers and other people acting in official duties have access to the premises.
2. The canteens and cafeterias primarily serve to provide students with subsidised food and beverages. Employees of Cologne universities, the KStW and their guests are also entitled to use the cafeterias. Proof of entitlement to use must be provided upon request.
3. In order to ensure the main use of canteens and cafeterias remains for students, only the food offered may be consumed there.
4. Opening hours of the canteens and cafeterias are posted separately on site and on the internet ([www.kstw.de](http://www.kstw.de)).
5. Guests are requested to observe safety regulations (see safety notice) and to behave in such a way that other visitors are not disturbed, hindered or endangered. Smoking in the building is prohibited. Animals are not permitted for hygienic reasons.
6. All canteens and cafeterias are self-service. Guests are to bring the dirty dishes on the food trays to the dish return belts. Empty bottles and packaging waste must be disposed of by the guests themselves. Tables and chairs are to be kept clean in the interest of the next guest.
7. Tables, chairs and other equipment may not be removed from the buildings or set up in other places in the premises.
8. Student groups are only permitted to distribute information sheets for cultural, sports and university policy purposes with the consent of management. Surplus information sheets shall be collected by the distributors or removed from the rooms after the end of meal service. Setting up information stands, book tables and affixing posters and notices is only permitted in the areas designated for the above-mentioned purposes and requires the prior approval of the canteen or cafeteria management. Information material displayed without permission will be disposed of at a charge.
9. Prior approval from the Managing Director is required for...
  - asking for donations
  - marketing and selling of commercial goods of any kind
  - the use of loudspeaker systems and megaphones
  - holding meetings, celebrations and other events
  - photo shoots and filming
10. In serious cases of non-compliance with these regulations, the KStW may issue a house ban. Furthermore, the person concerned is liable for the costs incurred by the KStW because of non-compliance.

Jörg J. Schmitz  
Managing Director