

## **Parent-Child-Room Rules of Use**

The Parent-Child-Rooms at Rhine-Waal University of Applied Sciences in Kleve (Room 09 01 008) and Kamp-Lintfort (Room 04 01 325) may serve as work, nursing, diaper changing, play and relaxation areas for parents, children and expectant mothers. Apart from a changing mat, a play pen and a high chair, there are comfortable sitting areas, a bottle warmer and toys. You will also find a computer, a printer and a phone.

When entering one of the Parent-Child-Rooms users agree to the following rules of use:

### **§ 1 General Rules**

The Parent-Child-Rooms may be used by all employees, external staff and students of Rhine-Waal University for self-organised childcare. Use requires registration (see §2).

In case of multiple use requirements, the parent-child room is primarily for short term care available. The long term use of the room by a party (full days or full day over a regular period) is only possible as long as no other party has usage requirements. There is no legal claim to the use of the Parent-Child-Rooms nor to a certain equipment of these rooms.

The use of the Parent-Child-Rooms and their equipment is at your own risk. Rhine-Waal University does not assume any liability for the toys and play equipment provided.

The use of the Parent-Child-Rooms is free of charge.

The rooms must not be used by children suffering from contagious diseases (e.g. measles, mumps, rubella, scarlet fever, chickenpox), infectious diseases (e.g. diphtheria, cholera, typhus, tuberculosis, diarrhoea) or acute feverish illnesses and head lice infestation.

### **§ 2 Registration**

Before using the room a reservation via Outlook is required. By booking the room, the user agrees that the university email address is internally visible via Outlook and may be used to contact you in case of multiple requirements.

a) Students may contact the equal opportunities representatives for reservation of the room by stating the date, the name and the university e-mail address (for contact see §7). A transponder for the room is available

*in Kleve*

- at the campus supervision (building 04, ground floor)
- at the Equal Opportunities Office (09 01 007)
- at the Dean's Office Faculty Life Sciences ( 12 01 006)

- at the Dean´s Office Faculty Society and Economics (02 01 008)

and *in Kamp-Lintfort*

- in the library (building 01, top floor)

- at the Student Service Point (02, ground floor, 505).

After using the room the transponder must be returned at personally. By borrowing the transponder the user agrees to the rules of use and to properly leaving the room. For borrowing the user must provide a photo ID and a valid student ID card in order to proof their membership of the authorized user group (§1).

b) Employees can post a reservation via Outlook. This should be done by inviting the room as a resource when posting the date. By booking the user agrees to follow the rules of use and to properly leaving the room. The access is possible with the transponder or office key. For this, the access rights must be previously programmed on the transponder.

c) Visitors may use the Parent-Child-Rooms after receiving special permit from the Equal Opportunities Officer.

d) The room in Kamp-Lintfort can also be used and booked by employees of the university as a break and rest room. A reservation is posted as described under b). It should be noted that in the case of multiple use requirements, the parent-child room should be available to priority users with a child or children. In this case, the room reservation should be withdrawn.

### **§ 3 Facilities and Objects, Damage and Loss, Liability**

Users are obliged to treat all rooms, facilities, furnishings, objects and toys with due care and to avoid loss or damage. After registering, the user is liable for any losses or damages. Rhine-Waal University denies any liability for the loss of objects brought in.

### **§ 4 House rules**

Users must treat furnishings and objects with care. After each use, the room has to be tidied up and returned to its former state.

Children must never be left unattended in the Parent-Child-Room. If parents give their child into the care of other persons present, the supervising persons are liable for the children concerned and any damage caused by them. Legal duty of supervision is with the parents or persons assigned by them. Rhine-Waal University denies any liability for damages caused when the supervising person failed to perform his/her supervisory role.

Users are obliged to follow instructions as given by Equal Opportunities staff. If a Parent-Child-Room is filled to capacity they have the right to deny access. They are also entitled to ask users to provide evidence that shows their entitlement to use the Parent-Child-Room according to § 1. Rhine-Waal University is responsible for exercising the house rules.

### **§ 5 House Ban**

Any breach of these rules entitles Rhine-Waal University to claim damages.  
Users who violate the rules of use may be banned from using and/or accessing the Parent-Child-Rooms either permanently or for a limited period of time.

## **§ 6 User instructions**

Please ensure that children use age-appropriate toys only and protect young children from small parts that pose a choking hazard.

Toys kept in a locker have to be put back and locked after use.

Please put all toys back to their place after use.

For hygienic reasons we ask you to disinfect changing mats/places after use and wash your hands.

The content of the first-aid kit may only be used in case of an emergency. Please treat the content with care and consider that other users could also be in an emergency situation.

When leaving the room, please ensure that all electric devices and lights are turned off, windows are closed and doors are locked.

Dirty diapers must be removed from the room and disposed of.

Dirty dishes are to be washed and put away.

The telephone can be used for in-house (Rhine-Waal University) and emergency calls only.

## **§ 7 Contact**

In case you notice any shortcomings, damages etc. or had to use any contents of the first-aid kit, please inform the Equal Opportunities Office and leave a note when returning the transponder.

Users are invited to use our visitors' book for praise, complaints and suggestions for improvements.

For further questions and information please contact the Equal Opportunities Office ([gleichstellung@hochschule-rhein-waal.de](mailto:gleichstellung@hochschule-rhein-waal.de)) or the contact Equal Opportunities Representatives in the faculties:

Faculty Technology & Bionics: [gleichstellung-fk1@hochschule-rhein-waal.de](mailto:gleichstellung-fk1@hochschule-rhein-waal.de)

Faculty Life Sciences: [gleichstellung-fk2@hochschule-rhein-waal.de](mailto:gleichstellung-fk2@hochschule-rhein-waal.de)

Faculty Society & Economics: [gleichstellung-fk3@hochschule-rhein-waal.de](mailto:gleichstellung-fk3@hochschule-rhein-waal.de)

Faculty Comm. & Environment: [gleichstellung-fk4@hochschule-rhein-waal.de](mailto:gleichstellung-fk4@hochschule-rhein-waal.de)

## **§ 8 Effective Date**

The Rules of Use are effective as of July 18, 2016.