

Ibero-Amerikanisches Institut
– Stiftung Preußischer Kulturbesitz –

House regulations

September 16, 2019

This information is provided in other languages solely for convenience. The German version remains authoritative

The Ibero-Amerikanisches Institut (IAI, Ibero-American Institute) is an institution of science and investigation as well as of cultural exchange. The principle of mutual respect and esteem shall apply. The following house regulations define the principles of good cooperation:

§ 1 General rules

1. These House Regulations apply to all persons (hereinafter: all persons) who are inside the Ibero-American Institute or its outdoor areas including visitors of the IAI and its events and also visitors of the library and special collections. These House Regulations are complemented by the Terms of Usage dated July 1, 2013. They apply to all buildings and outdoor areas of the IAI and premises of the Prussian Cultural Heritage Foundation used by the IAI. By entering these buildings, rooms and areas all persons accept the house rules in their respective valid version as binding.
2. The director of the IAI exercises the domiciliary rights. She/he can assign the IAI staff and attendants or guards commissioned by the IAI the enforcement of the domiciliary rights. The director of the IAI may impose a house ban or instruct IAI staff to do so.
3. All persons must obey the instructions of IAI staff and attendants or guards commissioned by the IAI. Any violation of the House Regulations and the Terms of Usage can lead to a temporary or permanent, partial or total house ban and/or to a criminal complaint.
4. The IAI is not liable for personal injury or damage to property caused by third parties.

§ 2 Stay and conduct

1. In the interest of the general public, all persons are asked to behave in such a way that others are not obstructed, endangered, harassed or impaired in their justified claims and that the operation of the IAI and an appropriate implementation of the Institute's purpose are not disturbed or impeded.
2. All persons are only allowed to stay in the public areas of the IAI and to do so only during the opening hours of the IAI. They may only enter non-public areas (e.g. offices, corridors, stairwells, magazines) after prior registration and permission or explicit request by IAI employees.
3. All persons may park vehicles (including bicycles, electric scooters, motorcycles) only on the designated areas. The regulations made by the director regarding the use of the car park must be observed. Restrictions of the designated areas are possible (e.g. due to construction projects). Vehicles parked in a fire brigade entrance, on escape and rescue routes or on disabled parking spaces without authorization will be removed by IAI at the owner's expense.

4. All persons must treat the outdoor areas, rooms, installations, technical equipment, facilities, media and collections of the IAI with care. They must not damage or soil them and must not modify technical equipment and installations. The IAI may report violations and claim damages.
5. All persons must keep clear the access to the car park and the entrance area to the IAI, as well as all doors, corridors and staircases of the IAI and rooms used by it.
6. The IAI has a general ban on smoking and alcohol. Exceptions to the alcohol ban can be receptions in connection with events.
7. All persons are prohibited from bringing into the IAI and its outdoor areas any objects, materials or substances that may endanger others or are illegal (including drugs, weapons, gas spray bottles, corrosive or colouring substances, pressure vessels for flammable or harmful gases, pyrotechnic materials).
8. Animals may not be taken into the IAI with the exception of guide dogs and other assistance animals.
9. All persons who wish to display, distribute or affix information and advertising material or who wish to carry out surveys, collection of funds or petition campaigns require the express permission of the Director of the IAI or of employees of the IAI appointed by the Director. This also applies to any sales activities

§3 Lockers, cloak racks and lost property

1. All persons must lock their bags, rucksacks, umbrellas, clothes and other items and utensils in the lockers for the duration of their stay at the IAI and take them with them when leaving the IAI, unless the Director has expressly granted an exception. The IAI is liable for damage and loss of locker contents within the scope of the statutory provisions. If the key to the locker is lost, this must be reported to the reception desk in the IAI foyer. Terms of Usage §7 Nr. 3 and §6 Nr. 1 also apply.
2. The IAI assumes no liability for clothes and items handed in at the cloak rack or generally for the use of cloak racks at the IAI.
3. Lost property must be handed in at the reception desk in the foyer of the IAI. Anyone who has lost something at the IAI or its outdoor areas can report it to the reception desk or ask if anything has been found.

§4 Emergency exit and rescue routes, behaviour in case of emergency

1. All persons must not obstruct the marked emergency exit and rescue routes and must not damage or remove emergency exit and information signs and fire protection equipment. If emergency call facilities are misused, the IAI may file a criminal complaint and claim damages if appropriate.
2. When the alarm signal sounds (long signal tone), all persons must leave the buildings of the IAI immediately. The emergency exit signs and the instructions of the IAI staff or attendants or

guards commissioned by the IAI must be observed. The closing and evacuation of rooms and parts of buildings may be ordered.

§5 Image, film and sound recording

1. All persons may record images, films and sounds of IAI events, IAI collection items, in rooms, buildings and outdoor areas only for private use. The Basic Data Protection Ordinance and the Federal Data Protection Act in their current version shall apply. Any publication or transfer of the recordings to third parties or any commercial use requires the express permission of the Director of the IAI or of the staff appointed by him/her
2. If image, film and sound recordings are carried out on behalf of the IAI in the premises of the IAI, all persons shall not obstruct or impair the recording activity.
3. By entering the IAI, all persons agree that recordings on which they can be seen can be used for current reporting and that they therefore cannot assert any claims against the IAI. This regulation also applies to minors entering the IAI accompanied by their legal representatives.

§6 Events

1. IAI visitors may be denied access to an event by IAI employees or persons charged to regulate the entry if the event rooms are full or inappropriate conduct is present (see §1). A claim for admission cannot be asserted.
2. Visitors to events must occupy the seats allocated to them. On the way there, you may only use the designated entrances. The stage area, the artist's cloakrooms and the control room may only be accessed by persons in charge of the running of the event.

3. § 7 WiFi

1. The IAI provides all persons with free wireless Internet access. However, there is no right to access the Internet. The use of the Internet is only permitted within the framework of the statutory provisions.
2. All persons can get the corresponding access data. The detailed terms of use can be found in the WiFi portal. Access via Eduroam is also possible.
3. The use of the Internet via the IAI's WiFi access is to be carried out in such a way that the IAI staff as well as persons working for IAI, other users and visitors are not impaired in their justified claims and the operation is not disturbed or impaired.

Berlin, September 16, 2019
Prof. Dr. Barbara Göbel
Director of the Ibero-Amerikanisches Institut

