

# Rules and regulations for access to Campus Bemke

## 1. Introduction

These rules and regulations are designed to ensure safety and smooth operation within the building and its infrastructure and associated green areas. All students, staff and visitors are required to abide by these rules

## 2. The area covered by the regulations

The rules and regulations apply to the entire premises of the Campus Bemke Foundation and the SAC Pallotini located at ul. Krakowska 4, Klecza Dolna, 34-124 Klecza Górna, including the building of Collegium Marianum, an educational facility, a restaurant with a dining hall, classrooms, corridors, sports fields including a covered sports hall, a kindergarten, a playground, a church, a Pallotine house, a Fatima park with a Stations of the Cross, and other adjacent buildings and green areas.

## 3. General provisions

1. Enforcement of these Rules and Regulations shall be the responsibility of the Complex Administrator (hereinafter referred to as 'Administrator').
2. the Rules and Regulations apply to all persons present on the premises covered by these Rules and Regulations (hereinafter: 'Users'), and Users accept the provisions of these Rules and Regulations while on the premises.
3. The building and adjacent areas are monitored 24 hours a day.
4. The green areas of the Campus - the park, the playground and the sports field - are available to the public from 5:00 p.m. to 10:00 p.m. on school days and from 7.00 a.m. to 10.00 p.m. on non-school days.
5. During the services held in the Fatima Park, all persons present on the green areas are obliged to be present at all times on the green areas at that time are obliged to be quiet and sensitive, bearing in mind the place of religious worship.

## 4. Security

. All users of the facilities forming part of the Campus Bemke Foundation and the SAC Palotins are obliged to exercise caution and care for their own and others' safety.

2. Behaviour that may endanger the life or health of others is unacceptable.

3. In the event of an accident or emergency, the relevant services must be notified immediately.

4. Users of the playground, sports field and other green areas are obliged to strictly observe the Rules and Regulations, fire safety and health and safety regulations as well as instructions given by the Manager.

5. The person staying on the Bemke Campus is obliged to immediately inform the Property Manager of any faults or other hazards noticed on the areas covered by these Regulations at telephone number 887-776-153.

6. In order to ensure the safe use of the facilities covered by these Rules and Regulations, it is prohibited to:

- a. smoking tobacco products, e-cigarettes throughout the premises,
- b. consumption of alcoholic beverages or other intoxicants,
- c. make noise, cause disorder and use vulgar words,
- d. to be under the influence of alcohol, narcotic or psychotropic substances or other similarly acting substances,
- e. Blocking the passage,
- f. leave equipment, i.e. scooters or bicycles outside the designated parking areas,
- g. litter the area, devastate vegetation and equipment,
- h. use damaged or unstable elements of equipment,
- i. light fires except in the designated area under adult supervision, and bring and store pyrotechnics, harmful chemical substances or substances which are an epidemiological threat, as well as objects that impede the use of other users.
- j. Bring animals into the entire facility,
- k. use of equipment other than that intended for the use of the area, i.e. bicycles, scooters, including electric scooters, etc,
- l. climb on the fences.

## **5. Cleanliness and Order**

1. Every user of the facilities of SAC Pallotini and Campus Bemke Foundation is obliged to maintain cleanliness and orderliness in the places to which the rules apply.
2. Rubbish is to be thrown into the appropriate rubbish bins and must not be left on the ground.

## **6. Moving Principles**

### 6.1 Corridors and passageways

1. Move with moderation in corridors and passageways, without creating crowds or blocking the way for others.
2. Escape doors and passageways must be kept clear at all times.
3. The layout of corridors and entrances/exits is shown on the attached diagram, which forms an integral part of these regulations.

### 6.2 Stairs

1. Walk carefully on the stairs, holding on to the railings.
2. It is not permitted to play on the stairs. Running or any other behaviour that may increase the risk of falling is not permitted.
3. The layout of the stairs is shown in the attached diagram, which forms an integral part of these regulations.

### 6.3 Elevators

1. Use of the lift is intended for adults only.
2. Minors may use the lift only if accompanied by an adult.
2. It is not allowed to stay in the lift without a specific destination.

### 6.4 Parking facilities

1. There are parking spaces on the Campus appropriately marked on the map which, as an appendix and forms an integral part of these regulations,
2. It is forbidden to park cars outside the area designated for this purpose,
3. The maximum permitted speed of a vehicle is 20 km/h.

## **7. Personal data**

1. The administrator of the personal data is Campus Bemke Foundation with its registered office at ul. Krakowska 4 in Klecza Dolna, 34-124 Klecza Górna, KRS: 0000960145, NIP: 5512653624, Regon: 521472833,
2. The premises of Campus Bemke and the building itself are monitored to ensure the safety of persons and property.
3. Personal data in the form of Users' images will be processed in order to realise the Administrator's legitimate interest, i.e. to ensure security - on the basis of Article 6(1)(f) of the Regulation (EU) 2016/679 of the European Parliament and of the Council.
4. The image captured on video surveillance will be stored for a maximum of 7 days.
5. The recipients of the data may be public services including the Police.

## **8. Final provisions**

1. Entry to the Campus implies agreement to all provisions of these regulations.
2. Persons violating the rules of safety and order in the area covered by these regulations will be held administratively and/or criminally liable.
3. Damage and material loss resulting from improper use of the grounds and facilities on the Bemke Campus and SAC Pallotini are the responsibility of the User or, in the case of a minor, his/her legal guardian.
4. The administrator reserves the right to make changes to these Rules and Regulations. The changes will be effective from the moment the amended Rules and Regulations are made available.
5. In matters not covered by these Rules and Regulations, the provisions of the Civil Code shall apply.

List of emergency telephones:

- Emergency Notification Centre - 112,
- Ambulance Service - 999,
- Fire Brigade - 998,
- Police - 997.