



## **Fontys University of Applied Sciences house rules and disciplinary measures on the use of buildings, grounds and facilities 2025**

(valid from 1 September 2025)

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# Fontys University of Applied Sciences house rules and disciplinary measures on the use of buildings, grounds and facilities 2025

## 1. Introduction

Section 7.57 h WHW allows the institutional board (the Executive Board) to establish house rules (hereinafter also referred to as "the rules") and disciplinary measures.

The rules have been drawn up for the purpose of safety and maintaining good order on grounds and in buildings of Fontys University of Applied Sciences (hereinafter referred to as "Fontys"). The same applies to grounds and buildings in use by Fontys and to grounds and buildings of which Fontys is joint owner.

Furthermore, there are standards and values within Fontys and in society, which everyone is expected to adhere to. These standards and values are also established in the [Fontys Focus Values Set](#) and included in the [Internal Rules of Conduct \(Code of Conduct\)](#) of Fontys.

The house rules and related disciplinary measures laid down in this regulation apply to students, staff, and third parties. Students also include examination students, course participants, contract students, and lateral entrants, i.e. all those who make use of Fontys' educational activities or facilities.

In addition to those who have an employment contract with Fontys, the term 'staff' also includes hired personnel, such as freelancers, agency workers, volunteers, etc.

Fontys grounds/campuses and buildings are not open to the public, but are freely accessible during opening hours, as stipulated in the Physical Access Policy, unless indicated otherwise on site. Different rules (and enforcement) may therefore apply per campus, site or building. The [Physical Access Policy \(2024\)](#) forms part of these house rules. This policy stipulates that sites and campuses for which no access-restricting measures have been taken are freely accessible. If nuisance (damage or inconvenience) occurs, enforcement action will be taken.

Buildings are freely accessible during opening hours, provided there is no nuisance (damage or inconvenience).

Opening hours may vary by location, week and day. You can find more information on this at the service desk or reception of the campus or building.

It is clearly displayed at the entrance to the campus grounds and buildings that these regulations apply.

The regulations can be found on the Fontys website and portal. The other regulations to which this regulation refers can also be found on the Fontys website or portal.

Insofar as they relate to students, these rules also form part of the [Fontys Students' Charter](#) and, insofar as they relate to staff, of the Fontys [Internal Rules of Conduct \(Code of Conduct\)](#).

If the rules referred to in these regulations are not followed, disciplinary measures may be imposed, as set out in these regulations. These measures may also be based on the provisions of the [Fontys Students' Charter](#) (for students) and the provisions of the Collective Agreement for Universities of Applied Sciences (CAO-HBO) (for employees). Third parties are subject to provisions of the Penal Code and the Civil Code.

The Fontys Executive Board has decided to adopt the following house rules and disciplinary measures and has obtained the consent of the Central Participation Council to do so.

## 2. Rules on conduct and access

### 2.1 Behaviour

Everyone should behave in such a way that:

- no direct or indirect damage or nuisance is caused to Fontys and/or third parties;
- there is no infringement of a right of Fontys or third parties;
- legal requirements are not violated;
- no acts shall be performed or omitted that are contrary to unwritten law as typically observed in society;
- no action is taken in violation of the rules in force at Fontys to which reference is made in these house rules.

#### 2.2.a. Regulations and use of facilities

Anyone present on Fontys grounds or campuses, in the buildings, or using Fontys facilities must comply with the applicable rules set out in these regulations. The term facilities also covers material support for teaching and applied research.

Instructions from persons authorised by or on behalf of the Executive Board on the basis of these regulations, such as security staff, building and location managers, and (other) facility staff or reception/front-desk staff, must be followed.

#### 2.2.b. Shared use

The above also applies to grounds, buildings and facilities of third parties used by Fontys and to grounds and buildings of which Fontys is directly or indirectly a shared owner.

### 2.3. Identification

Anyone on Fontys premises and in Fontys buildings must be able to identify themselves upon request. Identification is carried out using a valid legal identity document, namely a passport, driving licence, identity card (Dutch or from an EEA country), or a Dutch foreign national's document. Identification by means of an employee or student card is insufficient.

#### 2.4.a. Unauthorised persons

Unauthorised persons present on campuses/grounds and in Fontys buildings that are not freely accessible may be denied access on the grounds of violation of section 138 and/or section 461 of the Penal Code.

#### 2.4.b. Third-party nuisance

In the event of nuisance, access may be denied to third parties under Article 5:22 of the Civil Code.

#### 2.4.c. Communication decision

A decision to deny access or implement any other measure will be communicated in writing, including a remedies clause (see Article 4 Disciplinary Measures).

#### 2.5. Report

Students, staff and third parties who observe on the grounds/campuses or in the Fontys buildings that the rules, guidelines, instructions and statutory regulations referred to under 2.1. to 2.3. are being violated, may call the violator(s) to account and/or report this to the building manager, a security officer or another facilities officer. The emergency services number (088-507 71 19) is always reachable.

#### 2.6. Additional rules

In addition to these general house rules, directors of institutes and services, or building and location managers appointed by or on behalf of the Executive Board, may impose additional rules, provided that these rules do not conflict with these regulations.

Additional rules may also be imposed on students, staff and third parties who rent or have permission to use the institute's or Fontys' grounds/campuses and/or buildings.

In all cases, additional rules will be clearly published and communicated.

Additional rules may also apply to each room, which will be indicated on site or otherwise communicated to the user, such as quiet rooms or lactation rooms.

#### 2.7. Inspection

An inspection shall only take place if a student, employee or third party has given consent. This has been further detailed in the "[Fontys Inspection Regulation](#)".

#### 2.8. Arbo

Rules on the use of Fontys sites and campuses, buildings, and facilities are also outlined in the "Fontys Rules on Occupational Health and Safety and the Environment, Implementation Decree on Building and Space Management." In addition, the other regulations laid down within Fontys in the context of the Occupational Health and Safety Act apply, which can be found on the Fontys website and portal.

### 3. General house rules

#### 3.1. Means of transport

Roller skates, inline skates, skateboards and other motorised or unmotorised means of transport, including bicycles (folding or otherwise), are not permitted in Fontys buildings, unless dispensation has been granted by the building manager, for example for medical reasons.

Bicycles, including shared scooters, may only be parked in bike racks, bike parking spaces, or bike storage areas. It is not allowed to place bicycles against the buildings or elsewhere on the premises or to take them into a building.

### 3.2. Pets

It is not allowed to bring animals into the Fontys buildings, with the exception of so-called "assistance dogs" (such as guide dogs for the blind and other special assistance dogs) or if necessary for teaching purposes.

The person concerned should notify the building manager in advance (in the case of an assistance dog) or seek permission from them (for educational purposes).

Dogs are welcome on the publicly accessible Fontys campus, provided they are kept on a leash, but owners are expected to clean up after their dogs. In the event of observed nuisance (damage or hindrance), access may be denied after issuing a warning, as stated in Article 4.1.c.

### 3.3. Children

For safety and liability reasons, children under 12 years of age should only be present on the campuses/grounds under the constant supervision and direct responsibility of an adult.

In buildings, permission is also required from the building manager.

### 3.4. Property/lockers

Everyone is personally responsible for their property. In the event of damage, loss or theft, Fontys will not be liable. Use the available lockers as much as possible.

In the event of loss of or damage to personal property and/or Fontys property, this must always be reported immediately to a security officer or a facilities officer and, if applicable, to the manager.

### 3.5. Criminal offences

Upon discovery of theft or any other criminal offence committed by a student, an employee or a third party, a report shall be made to the police in consultation with the Executive Board, the director of an institute or department or the building manager.

#### 3.5.a. Recovery of damages

Damage suffered by Fontys as a result of loss, damage, theft or another criminal offence, or in the case of demonstrable culpability (failure to act) on the part of a student, staff member or third party, may be recovered from the person in question, at the discretion of the Executive Board, the director of an institute or service or the building manager.

### 3.6. Smoking ban

A ban on smoking applies in all buildings and for all (including freely accessible) Fontys premises/campuses. This also applies to the use of the e-cigarette ("vaping").

### 3.7. Narcotic and mind-altering substances

The possession, use, and trade of narcotics is prohibited on all Fontys grounds/campuses and in all Fontys buildings. This also applies to other mind-altering drugs, such as nitrous oxide.

### 3.8. Weapons

The possession, use or trading of weapons or similar objects on the grounds/campuses or in the Fontys buildings is prohibited.

### 3.9. Police report

Where appropriate, Fontys may report situations referred to under 3.6. to 3.8. to the police.

### 3.10. Alcohol

The purchase and/or consumption of alcohol is prohibited on the grounds/campuses and in all Fontys buildings.

Consuming and/or storing alcoholic beverages in the workplace or consuming alcoholic beverages during working hours is not permitted.

An exception for the consumption of alcohol exists for persons over 18 years of age if it concerns a legitimate festivity such as a graduation ceremony, a get-together organised by Fontys and insofar as it concerns the operation of catering establishments within Fontys. In this regard, alcohol may only be supplied/purchased through a Fontys contract partner. However, excessive consumption of alcohol on those occasions is not allowed.

It is also forbidden to pass on or sell/dispense alcohol to those who cannot show a valid ID upon request.

No alcohol may be sold or served to intoxicated persons or those who pose a threat to safety, public order, or morality.

No games encouraging the drinking of alcohol may be played.

### 3.11. Enforcement

Employees of Services & Facilities (S&F) may immediately exclude individuals from the grounds/campus and all Fontys buildings if they are under the influence of alcohol or other intoxicating substances, violate the smoking ban, or otherwise act in violation of these house rules. If the person concerned resists after a warning, the police may be called in. V&F will report any violation established to the Executive Board.

### 3.12. Regulation on Alcohol, Drugs and Medication Policy (ADM)

For employees and similar groups, including self-employed individuals and agency workers, the [Regulation on Alcohol, Drugs and Medication Policy \(ADM\)](#) also applies.

#### 3.13.a. Face-covering clothing

It is not permitted to wear face-covering clothing on grounds/campus and in all Fontys buildings. This is clothing that makes the face unrecognisable, such as a mask, balaclava, integral helmet, burka, niqab, among other things.

The person concerned may be asked by an authorised staff member to remove the face-covering clothing while on the Fontys campus/grounds/in the Fontys building. If the person concerned does not comply with that request, access will be denied to them, and they will be asked to leave the campus, grounds, and/or building. If the person concerned does not leave the campus/grounds or building after a warning, the police may be called in.

#### 3.13.b. Face masks

In the event of an epidemic (as a result of a contagious disease), the Executive Board may decide that students, staff, and third parties are obliged to wear a face mask inside the Fontys buildings and other premises used by Fontys.

### 3.14. Events

Without permission from the Executive Board, the building manager, or the director of Fontys Marketing, Communication & PR (MC&P), no events may be held on the campuses or grounds or in the Fontys buildings. A request from external parties must be submitted to MC&P. After obtaining permission, the event organiser should inform the facilities team of the relevant venue.

### 3.15. Demonstrations and rallies

Demonstrating or holding a rally is allowed after notification to the Executive Board, subject to the following conditions:

- there is no incitement to hatred, violence or discrimination;
- the demonstration proceeds safely and in an orderly manner;
- the rights of others are respected and the day-to-day running of Fontys undergoes as little disruption as possible;
- the entrances and exits (including emergency exits) are not blocked;
- sound amplifying equipment is not allowed (with the exception of a megaphone, which the organisation can use to address the participants);
- setting off fireworks is not allowed;
- the event takes place within the regular opening hours of the grounds/campus (if applicable) or of the building;
- overnight stays are not allowed; and
- the grounds, campus or building will be handed over clean upon completion of the demonstration.

### 3.16. Accessibility of buildings

No objects should be placed in common passageways such as halls, stairwells, corridors, and escape routes, or in front of emergency exits or fire extinguishers.

### 3.17. Parking

Fontys grounds/campuses are car-free, meaning that parking is only allowed in designated areas. On Fontys-owned grounds and campuses, the "[Fontys Parking Regulations](#)" apply.

On sites that are not owned by Fontys, but are in use by Fontys, the local parking regulations (e.g. municipal) apply.

#### 3.18.a Billposting

Putting up posters, pamphlets, notices, etc. is only allowed on the designated boards and only if it is not for commercial purposes. The directions on the relevant signs should be followed.

#### 3.18.b Trade and recruitment, leafleting

Without prior written permission by or on behalf of the Executive Board or the building manager, commercial or recruitment activities for non-Fontys-related activities and propaganda of any kind are prohibited on the campuses, grounds, and in the Fontys buildings.

### 3.19. Property of Fontys

You are not allowed to take Fontys goods without permission. Monitoring may be carried out by persons appointed for that purpose within Fontys.

### 3.20. Photography, filming and sound recordings

Photography and/or filming by the media and/or third parties in the buildings is not allowed without prior permission from MC&P and/or V&P. In all cases (including on campuses and sites), consent must be sought from persons in the picture.

When photographing and/or filming teaching situations, even if carried out by staff or students, permission must be obtained from anyone appearing in the image.

Making audio recordings of lectures and other teaching situations is not allowed without prior notification to those involved. A sound recording may only be used for personal purposes. It is not allowed to distribute the sound recording in any way or to make it available to third parties.

### 3.21. Keys and passes

Keys and/or access passes issued on behalf of Fontys may not be passed on to third parties and/or duplicated. In case of loss and/or misuse, the holder will be held financially liable.

### 3.22. Food and drink

The consumption of drinks and/or food in teaching and examination rooms is not allowed where this is indicated. Drinking water is allowed at all times.

### 3.23. Furniture

At the end of an activity (teaching or meeting), the furniture should be returned to the way it was found at the start of the activity. Rooms should be left in accordance with any on-site instructions, if available. It is not permitted to place Fontys furniture in another room without prior permission from the building or location manager.

### 3.24. Additional regulations

Additional separate regulations apply to a number of topics, namely:

- **Privacy regulation:** the [Staff Privacy Regulation](#) and the [Student Privacy Regulation](#) apply.
- **ICT facilities:** Fontys ICT facilities are exclusively intended for activities related to Fontys business operations (including education, administration and research). Any other use or misuse is prohibited. The use of these facilities by staff and students is additionally regulated in the "[Fontys ICT Codes of Conduct](#)".
- **Camera surveillance:** the "[Fontys Camera Surveillance](#)" decree applies.

### 3.25. Hardship clause

An exception to the house rules may be made by or on behalf of the Executive Board in appropriate cases at the request of the person concerned and due to special circumstances.

## 4. Disciplinary measures

### 4.1. Measures in case of violation of house rules and given instructions

Measures may be imposed on those who violate the house rules and fail to follow instructions by or on behalf of the Executive Board or by a building or location manager.

#### 4.1.a. Student

If the offender is a student, measures as referred to in article 42 Fontys Students' Charter can be imposed by the Executive Board or by or on behalf of the director of the institute where the student is enrolled or by the building or location manager.

#### 4.1.b. Staff member

In the event that the offender is an employee, in addition to the (temporary) denial of access and use of facilities, other (disciplinary or other) measures, such as those specified in Chapter P of the Collective Agreement for Universities of Applied Sciences (CAO-HBO), may be imposed by or on behalf of the Executive Board.

#### 4.1.c. Third party

In the event that the offender is a third party, access may be denied by or on behalf of the Executive Board (under Articles 138 and/or 461 of the Penal Code and/or Article 5:22 of the Civil Code) and/or the use of facilities may be denied.

#### 4.2. Recovery of damages

Any damages occurred may be recovered from the student, employee or third party.

#### 4.3. Objection/appeal/complaint

##### 4.3.a. Student objection

Students may object to a measure imposed on them as referred to in article 42 of the Students' Charter within six weeks to the Executive Board in accordance with the provisions of article 48 of the Students' Charter and then appeal the decision of the Executive Board to the Counsel of State's Administrative Jurisdiction Division (ABRvS) in accordance with article 49 of the Students' Charter. The objection must be submitted by email to [Studentenloket-beroep-bezwaar-klacht@fontys.nl](mailto:Studentenloket-beroep-bezwaar-klacht@fontys.nl),

##### 4.3.b. Student complaint

In all other cases where their interest has been personally affected by a decision under these regulations, students may submit a complaint to the Executive Board within six weeks by sending an email to [Studentenloket-beroep-bezwaar-klacht@fontys.nl](mailto:Studentenloket-beroep-bezwaar-klacht@fontys.nl), in accordance with the provisions of Article 47 Students' Charter.

##### 4.3.c. Employee complaint

An employee whose interest is directly affected by a decision referred to in these regulations may submit a complaint to the Executive Board within six weeks.

##### 4.3.d. Employee appeal

If the decision results (partly) from the provisions of the Collective Agreement for Universities of Applied Sciences (CAO-HBO), the employee may appeal in accordance with the provisions of Article S2 of the CAO-HBO.

##### 4.3.e. Third party complaint

Affected parties other than a student or an employee may submit a complaint to the Executive Board against any decision referred to in these regulations within six weeks.

## 5. Final provisions

### 5.1. Name

These regulations may be cited as "Fontys 2025 House Rules and Disciplinary Measures".

### 5.2. Adoption

These regulations, which includes any changes therein, are laid down by the Executive Board, are subject to the consent of the Central Participation Council.

### 5.3. Entry into force

These regulations enter into force 1 September 2025.

#### 5.4. Changes

Amendments may be proposed on the initiative of the Central | Participation Council or the Executive Board.

#### 5.5. Site

These regulations can be accessed via the Fontys website and portal.

Adopted by the Executive Board on 11 February 2025, following which the Central Participation Council gave its consent on 26 June 2025