



Guidelines and instructions for use of the parent-child room

The parent-child room was renovated in 2016 and consists of three interconnected rooms located in the Erweiterungsbau. Room 328 is equipped as a playroom. It also has a changing table and a sink. Room 329 serves as a work room, a quiet room, and a room for sleeping, and is equipped with a couch and a travel bed. There is also an anteroom for hanging coats and storing strollers.

When entering the parent-child room, visitors agree to observe the following instructions:

1. General

The parent-child room is available as a self-organized child supervision facility for all TU Berlin staff and students with children, as well as for visitors to TU Berlin and other users of TU Berlin facilities with prior agreement of the Family Services Office.

There is no legal entitlement to use the parent-child room or to have the room equipped in a specific way.

Use of the child-care room is at the visitor's own risk. TU Berlin accepts no liability for toys or games provided.

Use of the parent-child room is generally free of charge. The key for the parent-child room can be borrowed against a deposit. This does not apply to fees for special services or for the replacement of deliberately destroyed objects, which are dealt with below.

The parent-child room may not be used by children with a contagious illness (such as measles, mumps, rubella, scarlet fever, chicken pox, etc.) or an infectious illness (such as diphtheria, cholera, typhoid, tuberculosis, diarrhea, etc.). This also applies for illnesses with high fevers and cases of head lice.

The first aid box may only be used for emergencies. Please remember that other visitors to the parent-child room may also have a medical emergency requiring the first aid box. We therefore kindly request you to treat the contents with care.

2. Registration

Visitors should enter their name and telephone number or email address in the list kept at the porter's office in the EB building. Upon providing a deposit, visitors will then be given a key. By providing their signature, legal guardians undertake to abide by the instructions for use and to leave the room in a suitable condition.

3. Treatment of premises, damage and loss, liability

Use of the parent-child room is at the visitor's own risk. TU Berlin accepts no liability for toys or games provided.

Visitors are required to treat the facilities, including furniture and games and toys, with care and protect them from loss or damage and shall be liable therefor within the framework of the statutory provisions.

TU accepts no liability for loss of personal items.

4. Visiting the parent-child room

Visitors to the parent-child room must treat the furnishings and equipment with care. No objects may be removed from the parent-child room, with the exception of the stroller provided by TU Berlin, which must be returned to the parent-child room after use. The room is to be tidied after use and left clean.

It is not permitted to leave children unattended in the parent-child room. Persons present in the room who agree to supervise other persons' children are liable for the children they agree to supervise (as well as their own should they too be present) as well as any damage caused by these children. Staff or assistants present in the parent-child room may not supervise children present in the room.

Supervision of children is the responsibility of their accompanying parent or the persons appointed to supervise in place of the parent. TU Berlin accepts no liability for damage resulting from a violation of the obligation to supervise children. This also applies to damage caused by a child to furnishings, equipment or objects if the accompanying adult has violated their obligation to supervise.

It is not permitted to smoke or use a naked flame in the parent-child room.

Persons using the parent-child room are required to follow the instructions given by Family Services Office staff. This applies particularly to decisions not to allow any more visitors to use the parent-child room when capacity has been reached. Staff may also request proof that a visitor falls into one of the categories mentioned in point 1.

6. Removal of right of use

TU Berlin reserves the right to claim for damages in the event of a violation of these regulations.

Visitors violating the regulations of usage can be excluded from using or visiting the parent-child room on a permanent basis or for a limited period of time.

The house rules of TU Berlin from 26.1.2016 apply (TU Official Gazette p 17).

7. Guidelines for use of the parent-child room

You are requested to remove your shoes when entering the parent-child room to help keep the room clean.

Toys which are kept locked must be locked up again after use.

Please return toys to the appropriately marked plastic tubs.

For reasons of hygiene, we ask you to disinfect the diapering surfaces after use and to wash your hands.

After using the workstations, please ensure that all equipment you have used is switched off.

Please switch off all electrical devices as well as lights when leaving the room and ensure that the room has been locked and the windows closed.

Please immediately inform the Family Services Office if you notice anything unusual or in the event of damage.

Phone: 314-25693/ 23332

in person: Hauptgebäude, Raum H 1110A – H 1111

Email: familienbuero@zuv.tu-berlin.de

Positive feedback, criticism and suggestions for improvements can be written on the magnetic wall /flipchart or entered in the visitors' book.

The telephone is for in-house (TU) purposes and for emergency calls. Please leave the telephone directory by the phone.

Berlin, 01.08.2017



Carola Machnik, Head of the Family Services Office