STABSSTELLE
GLEICHSTELLUNG
UND DIVERSITÄT

UNIVERSITÄT MANNHEIM

Reservation Parent-Child Room

I would like to use the Parent-Child Room (Mannheim, B6, 30-32 / ground floor left / Room 015/016):

Date: _____

Time: _____ to _____

Number of children to be cared for: _____
Age of the children to be cared for: _____

Preferred room:

Above the age of 2: Room 015 ☐
Under the age of 2: Room 016 ☐

Parent or legal guardian:

Name, First Name: _____
E-Mail: _____
Cellphone: _____

If your child is not supervised by yourself – please enter the name of the person supervising your child here:

Name, First Name: _____
Cellphone: _____

I accept the regulations govering the use of the Parent-Child Room.

_____
Place, Date

_____
Signature of parent or legal guardian
(From the second login onwards, an electronic signature will suffice.)

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If you are using the Parent-Child Room for the first time, please also fill in the following fields and arrange for a personal appointment on site (ekizi@uni-mannheim.de):

Parent or legal guardian:

Name, First Name: _____
Adress: _____
Phone: _____
Cellphone: _____
Work - E-Mail: _____

Employee at the University of Mannheim: ☐
Student at the University of Mannheim: ☐
Doctoral student at the University of Mannheim: ☐
Guest of the University of Mannheim: ☐

Department / Faculty of the University of Mannheim: _____
ecUM number: _____

I accept the regulations govering the use of the Parent-Child Room.

_____ _____

Place, Date

Signature of parent or legal guardian
(From the second login onwards, an electronic signature will suffice.)

REGULATIONS GOVERNING THE USE OF THE PARENT AND CHILD ROOM
in B6, 30-32 (Room 015 and 016)

As at January, the 29th 2026

In order to promote the reconciliation of work and family life, the University of Mannheim has established a parent and child room on the ground floor of B6, 30-32 in the connected rooms 015 and 016 for use in accordance with the following rules and regulations governing its use issued by the President based on section 17 subsection 8(1) of the Act on Higher Education of the Land of Baden-Württemberg in conjunction with the house rules of the University of Mannheim.

Upon collecting the keys for the parent and child room, and at the latest upon entering the facility, users and guardians fully recognize these rules and regulations.

A Users; Guardians; Disclaimer

1. The parent and child room of the University of Mannheim (hereinafter: the parent and child room) serves as a means to promote the reconciliation of work and family life by providing a space for self-organized childcare. The facility is not to be used for private purposes such as children's birthday parties. The group of people entitled to use the facility consists of employees, students and guests of the University of Mannheim. Employees and guests from partners of the University of Mannheim have the same status, unless the cooperation agreements says otherwise.
2. Users may appoint guardians to supervise their children. In this case, users are obliged to comply with all necessary rules and regulations regarding social security and tax regulations. It is the users' and guardians' responsibility to take out the necessary insurance cover (accident insurance, liability insurance or the like). The rights and obligations laid down in these rules and regulations governing the use of the parent and child room apply to users and guardians alike.
3. Users do not have a legal right to use the facility or furnishings and equipment in the facility. User requests can only be accepted if there is space available in the facility.
4. The facility is not to be used if the child is suffering from a contagious illness (e.g. measles, mumps, rubella, scarlet fever, chicken pox, diphtheria, cholera, typhus, tuberculosis, diarrhea or the like). The same applies if the child is suffering from head lice or an illness accompanied by fever.

B Registration; Keys; Free Access

5. The facility may only be used following registration. The registration procedure is governed by the Department of Equal Opportunity and Diversity of the University of Mannheim. This Department is also responsible for processing user requests in accordance with these rules and regulations. The Department of Equal Opportunity and Diversity is entitled to request proof to ensure that users belong to the group of people defined under letter A numbers 1 and 2.
6. If the user request is accepted, the user may borrow the keys or receive a key code to the facility as well as an ecUM Guest Card (hereinafter: Guest Card). Users are required to identify themselves with a valid picture ID when picking up the keys or key code and Guest Card. When issuing the keys and Guest Card, an employee responsible from the Department of Equal Opportunity and Social Diversity documents the relevant data, in particular the name and address of the user. Borrowed keys, key codes and ecUM Guest Cards must not be passed on to third parties unless they are deemed guardians, in accordance with letter A number 2 sentence 1 of these rules and regulations, for the period of time spent at the facility. Keys and guest cards must be returned immediately after using the parent and child room; the Department of Equal Opportunity and Diversity is responsible for the procedure to be followed; in particular, the mandatory use of a key safe may be specified.
7. Use of the facility in accordance with these rules and regulations is free of charge. Fees for special services or for the replacement of damaged furnishings or equipment are exempt from these regulations and are charged separately.

C Liability

8. The user uses the facility at his or her own risk. The University of Mannheim does not assume liability for any of the toys or furniture provided.
9. The University of Mannheim does not accept responsibility for the loss of objects brought to the facility.
10. Children must not be left unsupervised in the facility. Staff members or student assistants present are not permitted to supervise children. If users consent to supervising other users' children in addition to their own, they are liable for any damages caused by the children.
11. The obligation to supervise a child or children resides with the user or authorized guardian present. The University of Mannheim is not liable for any damages which can be attributed to the neglect of this obligation. The same applies if a child damages furnishings or equipment if the responsible user or guardian has neglected his or her obligation to supervise the child.

12. Users are liable for their own violations of the rules and regulations governing the use of the facility as well as for violations of their authorized guardians.

D Other Rules of Use

13. Smoking and the use of open fire is prohibited in the entire facility.
14. The first-aid kit may only be used in emergencies. Its content is to be handled with care. The facility management is to be notified immediately of any dressing materials taken from the first-aid kit.
15. Users are to keep the facility as well as its furnishings and equipment in a good and clean condition. It is not permitted to remove objects from the facility. The facility is to be left in a good and clean condition after use. Users are asked to tidy up and clear away toys.
16. Pets are not permitted in the facility.
17. Changing tables are available at the sanitary facilities in rooms 002 and 004. The changing tables are to be disinfected after use.
18. Upon leaving the facility, users must make sure that the lights and the heating are turned off, the windows are closed and the door is locked.
19. The computer and telephone may only be used for work-related matters of the University of Mannheim, or for emergency calls. Users, as defined under letter A number 1(3), are granted the use of the computer and telephone for work-related matters as well as for emergency calls.
20. Users of the parent and child room may use the staff kitchen in room 007 to prepare food for the children if this is necessary. In this context, the regulations of these Rules and Regulations Governing the Use of the Parent and Child Room apply to the staff kitchen correspondingly.
21. Damages or unusual incidents are to be reported to the Department of Equal Opportunity and Diversity without delay:

<u>Department of Equal Opportunity and Diversity</u>

Address:	B6, 30-32,
	68159 Mannheim
Telephone:	0621 181 2531
E-mail address:	office.sgud@uni-mannheim.de

E Enforcing the House Rules, Exclusion from Use; Compensation

22. The employees of the Department of Equal Opportunity and Diversity of the University of Mannheim are entitled to enforce the house rules in accordance with

section 2 subsection 3 number 1 of the House Rules of the University of Mannheim from 17 January 2007 (Bulletin of the President's Office (Bekanntmachungen des Rektorats) No. 05/2007 from 22 February 2007, pp. 7 et seqq.). The areas of responsibility of the President and other employees entitled to enforce the house rules remain unaffected.

23. Users or guardians who violate these rules and regulations can be excluded from the use of the facility for a limited period of time or permanently.
24. In addition to letter E number 23, the University of Mannheim's right to claim compensation for damages remains unaffected.

F Final Provisions

25. These Statutes will come into effect on the day after their publication in the Bulletin of the President’s Office (Bekanntmachungen des Rektorats).
26. At the same time, the regulations governing the use of the parent and child room in B6, 30-32 (room 015 and 016) dated 7 June 2018 cease to apply.

Mannheim, January the 29th 2026

signed

Professor Thomas Fetzer
President

PLEASE NOTE:
This English translation is intended solely as a convenience to non-German-reading members of the University. Only the German text published in the Bulletin of the President’s Office (“Bekanntmachungen des Rektorats”) is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation prevails.