

- Unofficial Translation -

Terms of Use CECAD Family Room (1.063)

§ 1 General

- 1.) With the Family Room, CECAD seeks to help reconcile job and family related duties for its employees. A legal guardian may use this room on a short-term basis if the regular childcare is cancelled. Furthermore, the room may be used by nursing mothers.
- 2.) The room is furnished with a fully equipped computer workspace, a baby changing unit, a baby/toddler bed, a high chair, a baby chair, an armchair for nursing, a fridge, a little play area and toys.
- 3.) There is no legal entitlement for the usage of the room or a specific furnishing of the room.
- 4.) From the computer you may print using the printer in room 1.050.
- 5.) The inventory of the Family Room is property of the University of Cologne and the University Hospital Cologne.
- 6.) The Family Room is generally available for all CECAD members for short time use in case of sudden childcare “emergencies”.
- 7.) The Family Room may not be used when the child looked after has a contagious disease (such as chickenpox, mumps, measles, scarlet fever, rubella) or an infectious disease (such as diphtheria, cholera, typhus, tuberculosis, diarrhea). This also applies for high fever and head lice infestation.
- 8.) The content of the first-aid box may only be used for emergencies.
- 9.) Diapers have to be brought along by users, for emergencies however, there are some diapers at your disposal in the cabinet.

§ 2 Liability Note

- 1.) Generally, the room may be used for self-administered childcare of CECAD members.
- 2.) The Family Room may only be used for childcare emergencies if usage does not interfere with business interests.
- 3.) The usage of the room is free of charge, except to replace intentionally damaged items.
- 4.) Use of the equipment is at one’s own risk.
- 5.) Children may only stay in the room with a legal guardian present. The legal guardian is responsible for looking after his or her child. There is an increased demand regarding the responsibility for looking after the child in areas outside the Family Room such as hallways, sanitary facilities etc. CECAD, the University of Cologne and the University Hospital Cologne are not liable for any damages attributable to a breach of supervisory duties. This also applies for damages of furnishing or objects, the child caused due to a breach of supervisory duties.
- 6.) CECAD, the University of Cologne and the University Hospital Cologne are only liable for damages due to breaching the legal duty to maintain safety or the legal duty of care, solely within the framework of German legal provisions.
- 7.) There is **no** accident or liability insurance for the children.

§ 3 Room Access Authorization

- 1.) Please book the room in advance on Google Calendar. The staff of the Central Office, Jenny Ostermann and Dr. Katharina Costa Rodrigues will provide you with the access data.
- 2.) You may apply for the keycard access with Jenny Ostermann or Dr. Katharina Costa Rodrigues after signing and accepting the German Terms of Use.

§ 4 Conduct Guidelines

- 1.) With their signature, the legal guardians commit themselves to follow the Terms of Use and leave the room in a proper way. This includes tidying away toys, sanitizing the baby changing unit and disposing diapers and leftovers for hygienic reasons. If fabrics get dirty, the user has to take care of the cleaning.
- 2.) All users are obliged to treat furniture and toys with care. Damages have to be reported immediately to Jenny Ostermann or Dr. Katharina Costa Rodrigues.
- 3.) All electrical appliances, including light, have to be switched off right before the user leaves the room. Furthermore, the windows have to be closed. If the window is open, the legal guardians should be extra careful regarding the children.
- 4.) It is not allowed to smoke in the Family Room or to deal with open fire.

Exemplary usage possibilities

- Backup solution for self-organized, sudden “emergency” childcare (nanny is sick, no school, kindergarten is closed, etc.)
- During meetings, e.g. the child may be supervised in the room by a babysitter
- Perfect meeting point for “handing over children when working hours overlap” (father, mother, babysitter, etc.)

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