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## HOUSE RULES

- The house rules are binding for all persons in the bcc or associated outdoor areas.
- The Front Office is the central contact point of the bcc. The Front Office staff must be informed immediately about accidents, sudden illnesses, fires, violations of the law or any reasonable suspicion in this regard, as well as damages to rooms, facilities and other objects as soon as the damage is discovered.
- In case of imminent danger, the instructions of the staff have to be followed.
- Only the staff of bcc is allowed to enter internal production, storage and office rooms. It is prohibited to block marked emergency exits and fire-extinguishers.
- Driving into the delivery area or onto the forecourt is only permitted with the approval of the bcc. The content of motor vehicles can be examined when entering and leaving.
- Bringing food and drinks is not permitted. Taking food and drinks provided by the bcc into rooms not designated for this purpose is prohibited, which applies especially to all lecture rooms.
- The operation of technical equipment can only be carried out by persons authorised for this purpose by the bcc, the same applies to any kind of work done on this equipment. The operation of electronic devices can be prohibited if it could disturb the operation of equipment of the bcc or the event organiser.
- Persons with symptoms typical of COVID-19 as well as those who fall under the quarantine and isolation regulations of the state of Berlin will not be allowed accessing the bcc.
- There may be entrance control. Entry permission (valid ticket or similar), as well as a valid identification document (identity card or passport) have to be carried until leaving the premises and have to be shown to the security staff on request.
- At events, the content of bags, containers and clothes brought, such as coats, jackets or mantels, can be examined. Bringing in these items can be prohibited to a limited extent or completely if there is an objective reason for doing so. Personnel of the bcc or the organiser can decide if the objects can be taken into the building and can control the compliance with these conditions.
- It is prohibited to carry the following objects: weapons, objects that could seriously injure others; fake weapons; fireworks; pyrotechnical material and explosives; alcohol and drugs.
- Entry to the bcc or the permission to stay at the bcc can depend on if the visitor agrees to the collection of personal data in connection to events, with identity checks initiated by higher authorities, with taking passport photographs to facilitate entrance control, as well as with possible screenings on site, including the inspection of bags, containers and clothes (e.g. coats, jackets or mantels), and possibly the visitor's written confirmation, or similar form of confirmation, of agreement. The bcc is obliged to ensure compliance with legal provisions when collecting data.
- Anything which could complicate or impede personal identification is prohibited. It is prohibited to carry or use objects (e.g. motorcycle helmet or clothes) that could complicate or impede personal identification.
- People who do not follow the instructions of the security staff, refuse to accept entrance control measures, intend to disturb the event or similar can be denied entry and can be banned from the establishment without a refund of admission costs.
- Without prior approval of the bcc, it is not permitted to take pictures or make video or sound recordings of the bcc, the premises or the events taking place there.
- Children and youth under 16 years can only enter the bcc accompanied by a responsible supervisor.
- Smoking and the use of electronic cigarettes are prohibited in the bcc.
- Bringing pets is only possible with the bcc's approval.