

Terms of use for Family Rooms at Saarland University

Saarland University (UdS) provides several Family Rooms on Saarbrücken campus as part of its commitment to improving balance between work or study and family life. These rooms are provided in accordance with the terms of use issued by the Vice-President for Administration and Finance.

By booking or accepting the room key/key card or entering the Family Room, authorised users and carers are deemed to have fully accepted these terms of use.

1 Purpose and times of use

Family Rooms are intended for the short-term, self-organised care of authorised users' children (in accordance with point 2), limited to the necessary care period. They are intended for use in the event of the unexpected cancellation of other care options or university events that take place outside of the regular care times. In justified cases, Family Rooms can also be used to care for individuals who would usually be cared for by authorised users. Family Rooms can be used as work and play rooms, as well as quiet or rest rooms, for the aforementioned purposes. If childcare is required during academic events organised by Saarland University, this can also take place in the Family Rooms. Use for exclusively private purposes is generally not permitted.

Family Rooms can generally be used free of charge for permitted purposes. However, replacement of damaged or destroyed items is expressly excluded from this and will be charged separately.

The duration of occupancy is arranged on a case-by-case basis. Family Rooms can only be reserved for temporary use (by the hour or day). The opening hours of the Family Rooms generally follow the opening hours of the building.

2 Authorised users and caregivers

Authorised users are typically members and affiliates of Saarland University, as well as guests of the university. Please note that some Family Rooms on the Saarbrücken campus are reserved for specific groups of authorised users (e.g. Collaborative Research Centres and Research Training Groups). These rooms may also be used by users from other Saarland University institutions, subject to availability and on request.

You can find an overview of the Family Rooms on the website of the
[Family Office of the Equal Opportunities and Diversity Management Unit](#)

Authorised users can commission suitable caregivers whom they trust to look after their children. In such cases, authorised users must ensure that all relevant regulations, particularly those relating to social security and tax regulations, are complied with in the contractual relationship. The respective authorised users and carers are jointly responsible for concluding any necessary insurance policies (e.g. accident, liability insurance). If carers are used, the provisions of these terms of use apply with regard to the rights and obligations relating to the use of Family Rooms.

3 Rules of use

- Family Rooms may not be used if the child or children being cared for have a contagious or infectious disease, such as measles, mumps, chickenpox, scarlet fever, rubella, diphtheria, typhoid, tuberculosis or conjunctivitis. The same applies to severe febrile illnesses or head lice infestations.
- Users of the Family Rooms must take care of the furnishings and equipment to prevent loss or damage to the room. No items may be removed from the Family Rooms, not even on loan.
- Family Rooms must be left clean and tidy after use. Any toys used must be returned to their designated place. Ensure that all windows are closed and all electrical appliances and lights are switched off. The Family Rooms must be carefully locked when leaving.
- There is a strict ban on smoking and alcohol in Family Rooms. Handling open flames is also prohibited, as are animals.
- For hygiene reasons, suitable changing mats must be brought along for nappy changes in Family Rooms. Nappy-changing surfaces must be disinfected after use. Used nappies and cleaning cloths must be taken away and disposed of in the nappy bin in the [nearest nappy-changing room](#) or toilet.
- The contents of first aid kits are for emergency use only. They must be handled with care. If dressing materials are removed, the office responsible for the Family Room in question must be notified immediately.
- The IT equipment available is only intended for business purposes at Saarland University. Telephones can be used for emergency calls only.
- Any abnormalities or damage must be reported immediately to the relevant Family Room office.

4 Room reservation and access

Some Family Rooms are unlocked and freely accessible during the opening hours of the associated institutions. Others can only be used after a key card has been loaned following prior reservation. Information about booking and accessing the relevant Family Room can be obtained from the institution itself or from the Family Office's website.

You can find an overview of the Family Rooms on the website of the [Family Office of the Equal Opportunities and Diversity Management Unit](#)

5 Supervision, liability, damage and loss

Using Family Rooms is at the user's own risk. Authorised users' claims against Saarland University's statutory accident insurance remain unaffected. No liability or accident insurance cover is provided for children supervised at Saarland University.

Neither the Family Rooms provided by Saarland University nor the buildings in which they are located fulfil the increased structural and safety requirements for day care centres. The special standards that apply in day-care centres cannot be applied to the Family Rooms. By using the Family Rooms, authorised users acknowledge this.

Children must not be left unsupervised in Family Rooms or anywhere else in the building. An increased duty of supervision applies outside the Family Room, particularly in corridors and sanitary facilities. If individuals agree to supervise the children of others in addition to their own, they are liable for those children and any damage they cause.

The authorised user present or the supervisors appointed by the authorised user are responsible for supervising the children.

Saarland University is not liable for any damage caused by a breach of the duty of supervision. The same applies to damage caused by children to facilities and objects, provided that the responsible supervisor has breached their duty of supervision. Authorised users are liable for breaches of the rules of use by their supervisees in the same way as for their own breaches.

Saarland University is not liable for loss of or damage to items brought into Family Rooms.

6 Exclusion from use

Users or supervisors authorised by them who violate these regulations may be excluded from using the Family Room.

Saarland University reserves the right to claim damages in the event of a breach of these regulations.

7 Exclusion of the legal claim

There is no legal entitlement to use the Family Rooms or any of the equipment in them. Employees may only use them during times when there are no official requirements to the contrary.

8 Entry into force

The terms of use come into force upon signing. They are publicised by posting them in the Family Rooms and on the website.

Saarbrücken, 23.07.2025



Saarland University
Vice-President for Administration and Finance
Dr. Roland Rolles