

## Rules for using the parent-child room

The University of Hamburg is committed to supporting a good work-life balance. As part of its efforts to promote family-friendly working arrangements, the Hamburg Business School will be setting up a parent-child room at **Von-Melle-Park, 3rd floor, room 3082**, starting from the summer semester of 2026.

By using the parent-child room, users agree to the following terms of use:

### 1. User

The parent-child room is available to all staff, students and visiting researchers at the University of Hamburg who have a child or children, with priority given to those at VMP5.

In exceptional cases, academic staff and staff from other administrative departments and institutions at the University of Hamburg may also use the room if a parent with custody or a carer is present at Von-Melle-Park 5. Similarly, in exceptional cases, visiting researchers who are working at the University of Hamburg on a short-term basis and have childcare responsibilities may use it. The Faculty Administration of the Faculty of Business Administration decides on authorisation in exceptional cases (see footnote for contact details). In such cases, please register in good time.

### 2. Intended use

The parent-child room provides a workspace if you should find yourself in situations where childcare provided by a third party is unexpectedly unavailable (e.g. sudden illness of the childminder) or if alternative childcare cannot be arranged (e.g. for the child or children of visiting researchers), and you need to bring your child or children (up to the age of 12, and in exceptional cases also for older children, e.g. in the event of chronic illness or disability; approval is granted by the faculty administration) to your workplace to supervise them yourself or have them supervised.

The parent-child room also serves as a quiet space, e.g. for breastfeeding or expressing milk.

### 3. Terms of use

Users of the parent-child room are responsible for treating the facilities and equipment with care. None of the items listed below may be removed from the parent-child room.

The room is furnished and equipped with:

- Desk and office chair
- Sofa and armchair
- Children's high chair
- Hauck travel cot including travel cot mattress and waterproof mattress protector, a fitted sheet and mosquito net
- Quilt set (pillow and duvet)

- Reversible bed linen (Elephants design)
- A microfiber fleece baby blanket (elephant motif)
- Changing table and changing mat (Jungle Gang motif)
- Nappy bin (sage green)
- Road mat with street scenes for playing
- Baby bibs, crockery set

After using the bed linen and/or baby blankets, crockery set, bibs, etc. mentioned above, these must be washed by yourself and returned in a clean condition.

When using the changing table and changing mat, please bring suitable towels or similar items to place underneath. Used nappies, used wipes and similar items must be disposed of in the nappy bin provided. A waste bin is available for other rubbish.

Items subject to special hygiene requirements (e.g. eating and drinking vessels, as well as bed linen with a waterproof underlay) must be brought along by the person using the parent-child room and taken home again after use of the parent-child room. Toys, books or similar items brought from home should not be left in the room.

The parent-child room must be left in a tidy, organised and clean condition. After use or upon leaving the door must be locked using the transponder, so that the room is not accessible to unauthorised persons from outside.

Any significant soiling caused during the use of the parent-child room must be reported by the users to the service team and the faculty administration so that prompt cleaning can be arranged.

The parent-child room is primarily a workplace. Users of the parent-child room must ensure that other staff in the building are not unnecessarily disturbed in their work by noise from the children. For staff at the University of Hamburg, working hours during use of the parent-child room must be recorded as usual.

#### 4. Priority use of the room for first aid purposes

The parent-child room also serves as a first-aid room. If the room needs to be used for medical treatment, you must leave the room immediately. If first aid is only required temporarily, users may wait for the room to be made available again. If it becomes apparent that the room will be occupied for medical care for a longer period, or if the room is no longer usable for hygiene reasons due to injuries sustained by the person being treated, the room must not be used any further.

In this case, the supervisor must be consulted to determine whether the child can be taken into the regular office premises, whether another short-term childcare solution can be found, or whether the employee should finish work.

#### 5. Prohibited use

Children with infectious diseases (such as chickenpox, mumps, measles, scarlet fever, rubella or head lice) are not permitted in the parent-child room. This also applies to illnesses accompanied by a high fever.

Childcare in the parent-child room to cover the entire school holidays or holidays at childcare facilities are not permitted. Holiday dates are announced well in advance and can therefore be planned accordingly.

#### 6. Booking and access

Before using the parent-child room for the first time, the employee must formally acknowledge these terms of use by signing them. The terms of use are available from the service team/reception area or the Family Office.

Even after accepting the terms of use, booking or using the parent-child room is only possible after prior registration with Mrs Perez.

The parent-child room can only be reserved for temporary use (by the hour or for a maximum of one day). Priority is given to those who register first.

Exceptions regarding the duration of use are regulated by the Family Office.

#### 7. Access authorisation

Each parent may bring a maximum of one person to use the facilities themselves (e.g. a childminder or babysitter) into the parent-child room. The accompanying person must have read and agreed to the terms of use beforehand.

The parent-child room may be used by a maximum of one employee and the child or children in their care (up to two children), as well as one person who is not authorised to use the room themselves.

Before an employee uses the parent-child room, their immediate supervisor must be informed. Use of the parent-child room must not interfere with the proper performance of work.

#### 8. Duty of supervision

Employees who use the parent-child room are responsible for supervising the children in their care.

Stricter supervision requirements apply outside the parent-child room, particularly in corridors and toilet facilities. Children must not be left unsupervised in the parent-child room or anywhere else in the building. There is no accident insurance cover for the children.

#### 9. Liability

The parent-child room is an office space and not a childcare facility. Neither the room nor the rest of the building meets the heightened structural and safety requirements applicable to childcare facilities. The specific standards applicable to such facilities cannot be applied to the parent-child room. By using the room, parents acknowledge this.

The University of Hamburg accepts no liability for damage caused by items provided (e.g. toys) in this room. Should damage to items or furniture occur or be discovered, this must be reported immediately to the service team and the faculty administration so that it can be rectified.

Use of the parent-child room is strictly at your own risk. The University of Hamburg shall only be liable for injuries to a child and/or a person not authorised to use the room, as well as for damage to items brought onto the premises, in cases of wilful misconduct or gross negligence.

Culpable breaches of the duty of supervision (see section on duty of supervision) by staff, using the parent-child room may give rise to claims for damages. The University of Hamburg reserves the right to assert claims for any damage resulting from a failure to comply with the duty of supervision.

#### 10. Data protection

All staff members must ensure that neither children nor unauthorised persons can access documents or data, or delete, alter or destroy data or documents.

#### 11. Suspension of use

If staff members breach these rules of use, they may be barred by the President from using the parent-child room.

#### 12. Exclusion of legal claims

There is no legal entitlement to use the parent-child room, nor to any specific facilities within the room.

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