



House rules of the German Patent and Trade Mark Office (DPMA) for its office buildings located on Zweibrückenstraße, Anzinger Straße, Cincinnatistraße in Munich and on Marktplatz in Hauzenberg

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Section 1: Scope of application

- (1) The house rules apply to all external users of the premises of the DPMA in Munich and Hauzenberg.
- (2) External users are persons who do not hold a DPMA staff card.

Section 2: Householder's rights

- (1) The householder's rights are exercised by the President of the DPMA.
- (2) The exercise of the householder's rights may be delegated.

Section 3: General rules of conduct

- (1) External users may only remain in the areas to which they have been granted access or must be accompanied by DPMA staff. The first sentence does not apply to members of the Federal Ministry of Justice and Consumer Protection and its remit.
- (2) External users must behave in a quiet and considerate manner within the office buildings.
- (3) The instructions of the security personnel and the authorized DPMA staff must be followed at all times.
- (4) Any behaviour disrupting or jeopardising the office's operations or damaging its reputation is prohibited.
- (5) It is prohibited to bring illegal substances, weapons and hazardous items which, by their nature, are capable of and intended to cause injury to persons or damage to property.
- (6) In order to protect the health of all staff, smoking is prohibited for external users in the DPMA's office buildings and on the terrace on the second floor as well as in the courtyards of the office buildings on Anzinger Straße. The ban applies to tobacco products, to related products such as e-cigarettes and similar products and to the use of cannabis. The use of tobacco products and e-cigarettes is allowed in designated smoking areas.
- (7) The consumption of substances that contain more than just small amounts of alcohol is prohibited on the DPMA's premises. The use of substances containing alcohol for medical reasons is not subject to this ban.
- (8) Within the scope of the house rules, it is only permitted with prior authorisation to promote or sell goods and services and/or tickets, to make music, to distribute any printed matter or carry out commercial advertising and collections. Decisions on exceptions are taken by Section 4.2.4.
- (9) For the use of the car park, an authorisation and a parking permit are required. The respective car park rules must be followed.

Section 4: Data protection, secrecy, image and sound recordings

- (1) Information received during your stay may be subject to data protection or secrecy requirements.
- (2) Taking image and sound recordings is not permitted. Decisions on exceptions are taken by the spokesperson of the DPMA and/or the respective chairperson.
- (3) Visitors and external persons are not permitted to connect their own IT devices to the network sockets in the office building.

Section 5: Access to the office buildings

- (1) Access is only allowed after a check carried out by the security or reception staff.
- (2) All visitors, whether registered or not, must go to the reception or security staff and show a valid photo ID document (such as an identity card, passport). Every visitor receives a visitor's pass

(day pass or permanent pass) which must be presented without being asked to the security staff at the gate upon entering the office building. The pass must be carried along during the stay in the office building and must be presented to the security staff upon request.

- (3) Regular external users (such as regular service providers or legal representatives) can be given a permanent pass after prior authorisation by the DPMA. This permanent pass is personal and subject to regular checks.
- (4) Day passes must be returned upon leaving the building or will be collected once the access authorisation has expired.
- (5) Decisions on issuing or collecting the day or permanent passes are taken by Section 4.2.4.

Section 6: Bringing animals

- (1) As a general rule, bringing animals into the office building is not permitted.
- (2) Therapy dogs and assistance dogs are excluded from this rule.

Section 7: Library

Within the rooms of the library, the relevant rules of use apply.

Section 8: Violations of the house rules

Violations of the house rules may result in an immediate expulsion from the premises. Where appropriate, entry may be prohibited as a consequence.

Section 9: Final provision

Section 4.2.4 may decide on exceptions and restrictions to the house rules on a case-by-case basis and issue additional provisions in order to exercise its householder's rights.

Section 10: Entry into force

This house rules enter into force upon their publication.