

Appendix 1:

SCHUNCK IN-HOUSE RULES AND REGULATIONS

1. **Instructions issued by staff must be followed at all times.**
SCHUNCK employees are authorised to ask you the reason for your presence on the premises, to provide instructions and, if necessary, to remove you from the building.
2. **Disruptive behaviour, verbal intimidation and physical violence will not be tolerated.**
Inappropriate behaviour towards staff and (other) visitors to SCHUNCK will not be tolerated. This includes behaviour that can be perceived by others as disruptive or provocative. The attendants and/or employees are authorised to deny you entry to the building after a verbal warning.
3. **In the event of vandalism or theft, we will call in the police.**
Vandalism to or theft of SCHUNCK property or that of (other) visitors is a criminal offence. Any ensuing damage will be recovered from the perpetrator. Theft will be reported to the police at all times. It is not permitted to remove books and other materials without registering these. In the interests of general safety, in case of doubt, visitors can be asked to undergo a search and/or have any (hand) bags they are carrying inspected.
4. **Do not leave any of your belongings unattended.**
SCHUNCK cannot be held liable for any loss, theft or damage of visitors' belongings.
5. **Dogs and other pets are not allowed.**
This is with the exception of guide dogs and other service dogs.
6. **Smoking and the use of alcohol and drugs are not permitted, neither is dealing in Goods of whatever nature.**
7. **Camera surveillance is in place.**
Some generally accessible areas at our locations may use CCTV surveillance cameras. We have installed these for security and supervision purposes. The images are kept for a limited period of time as necessary for security and surveillance purposes. In the event of any incidents, we will register and keep the recorded images for the purpose of investigation and to establish potential liability.
8. **Rules apply to the use of internet.**
The use of internet at SCHUNCK is subject to a number of rules. You can read these rules after logging in to a SCHUNCK internet computer or request these at the information desk.
9. **Food and beverages.**
It is not permitted to eat or drink in the museum and exhibition spaces. Food and beverages, with the exception of hot meals, may be consumed in other spaces.
10. **Dangerous objects or substances.**
Any objects or substances which, in the opinion of a SCHUNCK employee, are deemed hazardous are not permitted and must not be taken into any SCHUNCK building.
11. **Rules for museum and exhibition spaces.**

It is not permitted to touch exhibit displays, unless explicit permission has been given to do so. Parents/teachers/guides are required to ensure that objects on display are not touched by minors under their supervision. Small children must be held by the hand or transported in pushchairs or prams. Children under the age of 12 are only permitted to enter the museum space under the supervision of an adult.

In the exhibition spaces, photographs may only be taken for personal use. The use of flash, selfie sticks and tripods is not permitted. If the format of your camera presents a danger for the objects or hinders other visitors, you may be asked to put your camera away.

12. You can use lockers to store your belongings.

Use of lockers is at your own risk and is only intended for visitors or people who have made an arrangement for this, or for temporary use during a visit or event. SCHUNCK cannot be held liable for any loss, theft or damage of your belongings. We open the lockers at the end of every day. Any belongings left behind will be stored for a maximum of one week and then turned over to the municipality of Heerlen's lost and found office. It is not permitted to store illegal materials in the lockers. If we find any illegal substances, we will report this and turn them over to the police.

13. Entry can be denied to buildings.

A ban can be imposed for misconduct. This means denying you entry to our buildings. If necessary, this ban will be enforced by calling in the police. In addition, depending on the type of misconduct, violations will be reported to the police.

14. Publicity purposes.

For the purposes of publicity, SCHUNCK makes use of film and photographic images of activities and events. It is possible that you are photographed without your consent. Please report this to us so that we can take due consideration of this.