

# House Rules

The NS-Documentation Centre is the centre for critical research into National Socialism in Cologne and its surrounding area. Being a contemporary history museum and memorial centre, we collect and preserve testimonies and personal histories from the NS era and conduct research into it and organise events about it. We also focus on today's society and aim to inform them and raise their awareness through advisory, educational and event programmes. We see ourselves having a special responsibility with regard to the victims of NS persecution and their families. We pursue respectful cooperation, openness to new perspectives and the sustainability of our actions in a diverse society. We critically examine discriminatory conditions and positions and try to counteract them through our activities and structures.

## **Conduct towards one another in the memorial and in the museum**

We ask you to conduct yourself in such a way so that no other people in the memorial or museum will be disturbed. It is forbidden to violate human dignity and freedom (Article 1 of the Basic Law) in word, writing or by making gestures. In particular, making discriminatory statements about origin, appearance, gender, sexual orientation, age or religious beliefs are forbidden. Statements made verbally, in writing or as gestures that are associated with an undemocratic and/or inhumane world-view are also forbidden.

Visitors are required to wear attire appropriate to the dignity of the memorial site. Clothing that is discriminatory, inappropriate, or associated with political extremism (in particular far-right ideologies) is prohibited.

Any incidents that disrupt the work or operation of the museum in accordance with our mission statement above will be reported immediately by the NS-Documentation Centre. People who belong to extremist organisations, are associated with extremist scenes or have already made inhumane (e.g. racist, sexist, anti-semitic, homophobic or national-authoritarian) statements in the past may be expelled from the museum by the museum staff and the relevant organisers if their presence disrupts the operation of the museum in accordance with our mission statement or affects the well-being of staff and visitors.

## **Cloakroom**

Bulky items such as umbrellas, canes, rucksacks, bags and suitcases must be handed in. We also ask that coats or similar outerwear be hung up in the cloakroom lockers.

## **Conduct in the memorial and in the museum**

Out of consideration for other visitors, please avoid making noise and do not make telephone calls in the memorial and exhibition area.

Eating and drinking in the memorial and in the exhibitions is prohibited. Different regulations might apply to exhibition openings and events. Smoking and the use of e-cigarettes are not permitted anywhere in the building or in the courtyard. Waste must always be disposed of in the bins provided.

Animals are not permitted, except for guide dogs and assistance dogs.

You must abide by any instructions given by the supervisory staff.

## **Instructions from museum staff / video recordings for security purposes**

Anyone who contravenes the building's regulations will be expelled from the premises. In this case the admission fee will not be refunded. Repeated violations of the building's regulations might result in a temporary or permanent ban from all municipal museums.

CCTV is in operation on the premises of the NS-Documentation Centre. The recordings are stored for five days (120 hours). The General Data Protection Regulations (GDPR) apply.

## **Photographing and filming in the NS-Documentation Centre**

Photography and filming is only permitted for private, non-commercial purposes. The use of flashlights, tripods and selfie-sticks is forbidden. The museum might prohibit photography and filming of specific exhibits or parts of an exhibition for copyright reasons. Sometimes there is a ban on photography in temporary exhibitions for precisely this reason.

Those taking photographs or filming are responsible for observing the copyrights and personal rights of the people depicted in them. Verbatim reproduction of the contents of guided tours, in whole or in part, whether in film, sound or printed form is not permitted. Photos and films must be taken down from private websites, networks and internet portals at the request of the museum or the people depicted in them. The user is liable for any claims lodged by third parties due to copyright or personal rights violations or other legitimate interests.

Commercial photography, sound or film recordings are only possible with a written permission from the museum's management. Photography, sound and film recordings for press purposes are possible after giving notification and obtaining prior authorisation from the museum's press office.