

# Terminal Rules

## Berlin Brandenburg Airport

### § 1 Scope of Validity

These rules apply to all terminal buildings at Berlin Brandenburg Airport, as well as the associated open spaces and driveways.

### § 2 Use of the Terminal Approach Road

1. Only authorised traffic is permitted to use the terminal approach roads.
2. The area around the barrier system must be vacated expediently. Stopping is only permitted in the designated stopping bays.
3. Vehicles may only be parked in the area of the terminal approach road for the duration of a work-related stay in the terminal. If repeated violations are found, access authorisation may be withdrawn.
4. German traffic regulations (StVO) apply.

### § 3 Stay in the Terminal Building

The public areas of the terminal buildings are open 24 hours a day. Access to the security-restricted area is generally permitted to passengers with a valid ticket between 4 a.m. and midnight. Derogations therefrom are announced via notices in the entrance area of the respective building.

### § 4 Security and Order

1. Every user must behave in such a way that others are not endangered, hindered, harmed, threatened or harassed. Prowling, begging, etc. are not permitted.
2. Special measures to protect the health and the common good of the population and the rules of conduct issued by the competent authorities in public buildings and in all safety-relevant areas must be followed.
3. Attention must be paid to cleanliness on the entire site. Waste must be disposed of in the containers provided. It is not permitted to search through waste bins.
4. Smoking (including electronic cigarettes) is not permitted in and in front of all buildings, with the exception of the designated smoking areas. The entrances to the buildings must be kept free of smoke. Only the ashtrays that have been set up are to be used for cigarette butts.

5. It is not permitted to play musical instruments and loud playback of audio recordings, etc. is prohibited.
6. Spraying, painting, labelling, smearing, soiling, damaging surfaces, ceilings and walls as well as misuse of equipment etc. is not permitted.
7. The use of the escalators with baggage carts, prams and bulky objects is not permitted.
8. Excessive alcohol consumption and the trade in and consumption of drugs and narcotics are not permitted.
9. The use of two-wheelers, roller skates, inline skates, kickboards, skateboards, etc. is not permitted in the terminal buildings. Bicycles, electric scooters, etc. are to be parked in the designated areas. The use and parking of commercially available two-wheeled vehicles (e.g. bike sharing) is prohibited. This also applies to breaks in the journey.
10. The use of electronically operated vehicles in the terminals is only permitted for certain service groups in the exercise of their activities.
11. It is forbidden to bring animals into the terminal, with the exception of dogs and those that are transported in an aircraft or are used for the exercise of official duties. Animals may only be accompanied on a leash, in a cage or otherwise appropriately secured.
12. The airport is under video surveillance for security reasons.
13. In the event of an evacuation, the instructions of the evacuation assistants, the assembly point manager or the evacuation officer must be followed. Any behaviour that could lead to a fire hazard is prohibited.

### § 5 Emergency Exits

1. The marked escape and rescue routes as well as the closing area of doors must be kept clear without restriction.
2. Sitting and lying on the floor, on stairs and in front of entrances is not permitted.
3. The unauthorised use of emergency exits, alarm-secured doors, alarm systems etc. is prohibited and may result in damage compensation claims being filed.

## § 6 Activities Requiring Approval

The following activities require the prior approval of the airport operator:

- Posting notices and posters,
- Distribution of all types of printed matter,
- Organising collections, polls and elections,
- Photography or video and audio recordings for commercial purposes,
- Any commercial or private photography or video and audio recording of the security systems,
- Setting up of information and sales stands, advertising media, and
- Any kind of sale of goods, rendering of services and collection of orders.

## § 7 Demonstrations

1. Assemblies are only permitted in areas in which neither the safety nor the functionality of airport operations are endangered.
2. Anyone wishing to hold an assembly on the airport premises or in the terminal areas must notify the airport operator in writing at least 48 hours before the event is publicly announced.
3. If the occasion for an assembly arises at short notice (emergency assembly), the airport operator must be notified of the assembly at the latest when it is announced publicly. The notification must contain the subject of the assembly, the name and availability of the person responsible as well as information on the place, time and the expected number of participants.
4. The provisions of the German Assembly Act (Versammlungsgesetz) remain unaffected.

## § 8 Unattended Objects

Baggage or other items must not be left unattended. Unattended baggage will be removed, subjected to a security check and stored at cost. The airport operator assumes no liability for any consequences or damage resulting therefrom. In the event of an intentional or grossly negligent infringement, the costs for the necessary security measures taken and any consequential damage can be invoiced.

## § 9 Security-restricted Area

Entry to the non-public check-in area and the security-restricted area is not permitted without corresponding authorisation.

## § 10 Visitor's Terrace

Entry to the visitor's terrace is at cost and may only be entered with a valid ticket. Admission tickets are to be shown to the supervising staff on request. Throwing

objects of any kind off the terrace or climbing over the terrace boundary is not permitted.

## § 11 Baggage Trolleys

Baggage trolleys may not be removed from the airport premises. After use, they must be returned to the designated storage areas. The baggage trolleys are only available for passengers. They are only to be used for the transport of baggage.

## § 12 Lost Property

1. Lost property found on the airport premises, with the exception of the train station and aircraft, must be handed in immediately to the airport service centre.
2. Lost property at the train station must be handed in to Deutsche Bahn AG.
3. Lost property in airplanes is to be handed in to the baggage tracing department of the airline concerned.

## § 13 Penalty for Violations

1. In the event of violations of these Terminal Rules, the airport operator can make use of their domiciliary rights, if necessary, issue house bans, initiate criminal prosecution and assert compensation claims for damages.
2. For soiling caused with intent, a flat rate of 100 euros can be charged for the cleaning and administration costs incurred. This also applies to soiling caused by animals, which is not removed immediately. The polluter reserves the right to provide proof of lower costs to the airport operator.
3. The instructions of the airport operator's employees and commissioned service providers, in particular with regard to maintaining order, cleanliness, calm and safety, must be followed.

The Airport Operator  
Flughafen Berlin Brandenburg GmbH