

Application for the allocation of university rooms for recognised university groups and student committees

The application must be completed in full and submitted at least two weeks before the start of the event.

Details of the applicant

Surname, first name Phone number Email Name of the recognised university group/student committee	
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Details of the event

Building:	Room number:
Number of participants:	
Date:	Time from: to: Including preparation and follow-up time
Name of event: Topic/title: Target group: Speaker:	
Food and drinks will be served: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Seating: The standard seating arrangement must be restored after the event.	
The following event technology is required: <input type="checkbox"/> Projector <input type="checkbox"/> Media console	

The following must be observed at all times:

- House rules
- Conditions for the use of rooms and buildings (page 3)
- Emergency plan

The approved application must be carried to the event and presented upon request.

By signing this document, you confirm that you accept and will comply with the instructions and conditions for the use of buildings and rooms (page 3), the house rules and the emergency plan. This instruction is hereby documented.

Date

Signature of applicant

The event is approved

The event is not approved

Comments:

Date, signature of
administrator GM

Date, signature of department
head GM

Conditions and information regarding the use of buildings and rooms for university groups and student committees

1. The applicant is responsible for the implementation and safety of the event.
2. The applicant must be present at all times during the event and available to the building management.
3. The seating arrangement must be restored to its original state after the event. When setting up and dismantling the seating, sturdy footwear must be worn and suitable protective gloves for lifting and setting up tables and chairs must be brought along and worn.
4. Escape and rescue routes must be kept clear at all times.
5. The organiser must ensure that the number of visitors specified in the room application is not exceeded.
6. If the safety of the event is compromised, e.g. because necessary equipment, facilities or devices are not operational or operating regulations cannot be complied with, the applicant is obliged to cease operations.
7. The organiser is responsible for all technical equipment and electronics. These may only be used by a specialist company with expert personnel.
8. Rooms must be returned in proper condition and swept clean. Depending on the event, the building management may require special cleaning at the organiser's expense. The borrowed locking media must be returned to the building management department immediately after the event.
9. Subletting the rooms is prohibited, as is passing on keys to third parties.
10. The house rules of Fulda University of Applied Sciences must be observed.