

Application for the use of University premises

IMPORTANT INFORMATION (please address any queries to: zuv-g5-raumverwaltung@fau.de)

- The application must be made at least 6 weeks before the event is due to take place.
- Political, party political, ideological or religious events run by university institutions may only be held in University premises if certain conditions are met.
- In the case of events attended by more than 200 people outside rooms that are not built or approved for use as meeting places (e.g. foyers or corridors), you must include a safety concept. This concept must be approved by Occupational Safety and, if applicable, also by the State Construction Office.
 Depending on the nature of the event, a safety concept may also be required for events with fewer than 200 people.
- ▶ Issues related to sponsoring must also be agreed upon with H5 <u>before</u> the application is made.
- > The sale of goods and services on University grounds is, as a rule, forbidden.

1. APPLICANT										
O internal (institute, chair, research institute, students' representatives, university group, etc.)										
O external (company, association, individual)										
1.1	Name of applicant		1.2 Salutation, address, contact							
O female O male O diverse				•						
Title			Organizational unit (institute/chair)							
 Name			Address							
First name				Phone/e-mail						
1.3	The applicant is also the organizer	O yes		O no						
If the applicant is not the organizer, please give the organizer's contact details:										
Last na	me, first name		Address							
	ompany		Phone/e-mail							
1.4For internal events: Participation of third parties (from outside the University)O yesO no										
Please	give the following contact details if third parties a	are involved:								
Last name, first name				Address						
Title/company				Phone/e-mail						
-	pants (please cross as appropriate):	Thome,								
O Univ	versity institution is the event organizer	1	O Entrance/conference fees will apply							
	versity institution is the host only; third party		• Financial risk lies with the University institution							
is event organizer				O Other sponsoring						
O Exh	ibition stand charges etc. will apply									
		I								
	ENT COORDINATOR									
=	person responsible for event who is present	during eve	nt							
 Title	Last name			First name						
				machanic						
Phone/e-mail										
3. INFORMATION CONCERNING THE EVENT / RENTED ROOMS										



3.1	Date o	of event, room name, event location, date and time of event										
Date*:		Name/number of room		Building / street / city				ent arts	Event ends	Clearing up ends		
			_		\rightarrow							
*Please note other dates under section 6												
3.2. Reservation and entry in campo												
The event and the reservation for the room has been clarified with the room coordinator and entered in the room sched-												
ule or	in camp	o (<u>https://www.cam</u>	po.fa	iu.de):								
on												
		coordinator										
3.3		f event:										
3.4		f event:										
0 Me 0				Seminar/workshop Presentation		O Conference/symposiumO Inaugural lecture/farewell lecture						
0	Examination O			Concert/exhibition		0 Other:						
3.5	Number of											
3.6	Use of	foyer/corridor:	O yes (layout sketch required, safety concept if applicable) O no						0			
What will be happening in the foyer/corridor?				O Catering/reception O E		xhibition		O Other:				
Furniture required:				O (Bar) tables	ΟΡο	O Poster stands		O Other:				
The use of elect				ctrical equipment must be coordinated with Occupational Safety.								
Other:												
3.7. Catering 0		0 y	Oyes Ono									
Name/ company												
Addre	Address /phone no. / e-mail											



4. **PROGRAM for the event** (approximate schedule for event)

5. COMMENTS / ADDITIONAL INFORMATION / ADDITIONAL APPOINTMENTS

6. REASON FOR REDUCED RATES
 (for external events or events in cooperation with FAU)
 > A discount can be given for the rental charge or the charge can be waived only if the event is of an academic or scientific nature and is in the University's interests or if it is of special interest to the state.
 Ancillary costs must always be charged and a discount cannot be granted.

7. STUDENT EVENTS applied for via students' representatives:

The event is supported and endorsed by the Students' Representatives.

Signature of a member of the General Student Committee

I hereby confirm that the above information is correct:

Place, date

Signature of applicant