

3.1 Date of event, room name, event location, date and time of event						
Date*:	Name/number of room	Building / street / city	Set up begins	Event starts	Event ends	Clearing up ends

*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 schedule or in campo (https://www.campo.fau.de):			
_____ on _____			
Name of room coordinator			
3.3	Title of event:		
3.4	Type of event:		
<input type="checkbox"/>	Meeting	<input type="checkbox"/>	Seminar/workshop
<input type="checkbox"/>	Informative event	<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Examination	<input type="checkbox"/>	Concert/exhibition
		<input type="checkbox"/>	Conference/symposium
		<input type="checkbox"/>	Inaugural lecture/farewell lecture
		<input type="checkbox"/>	Other: _____
3.5	Number of participants:	_____ (Number incl. organizational team etc.)	
3.6	Use of foyer/corridor:	<input type="checkbox"/> yes (layout sketch required, safety concept if applicable) <input type="checkbox"/> no	
What will be happening in the foyer/corridor?		<input type="checkbox"/> Catering/reception	<input type="checkbox"/> Exhibition
		<input type="checkbox"/> Other: _____	
Furniture required:		<input type="checkbox"/> (Bar) tables	<input type="checkbox"/> Poster stands
		<input type="checkbox"/> Other: _____	
The use of electrical equipment must be coordinated with Occupational Safety.			
Other:			
3.7.	Catering	<input type="checkbox"/> yes	<input type="checkbox"/> no
Name/ company			
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