

Please note that **ONLY** the German version of this document is legally binding and has to be signed
The English translation is provided to help you fill out the original German document.

Application for the use of University premises

1. APPLICANT

- internal** (institute, chair, research institute, students' representatives, university group, etc.)
 external (company, association, individual)

1.1 Name of applicant

Ms Mr

_____ Title

_____ Last name

_____ First name

1.2 Name of organisation, address, contact (phone, e-mail)

1.3 Applicant is event organiser

Applicant is not event organiser

Please complete the following if applicant is not the event organiser:

Contact person for event organiser

_____ Last name

_____ First name

Name of organisation, address, contact (phone, e-mail)

1.4 For internal events: Participation of third parties (from outside the University)

yes

no

Please complete the following if third parties are participating:

Contact person for third parties Ms Mr

_____ Last name

_____ First name

Name of organisation, address, contact (phone, e-mail)

Participants (please cross as appropriate):

- | | |
|--|--|
| <input type="radio"/> University institution is the event organiser
<input type="radio"/> University institution is the host only; third party is event organiser
<input type="radio"/> Exhibition stand charges etc. will apply | <input type="radio"/> Entrance/conference fees will apply
<input type="radio"/> Financial risk lies with the University institution
<input type="radio"/> Other sponsoring |
|--|--|

Note: If a cancellation is made less than one month before the event, 50% of the fee must be paid unless the event organiser can prove that the University could have rented the premises to another party on the same date.

2. INFORMATION ABOUT THE EVENT/ROOMS TO BE RENTED

2.1 Event location/building

Address:

2.2 Date and time of event, name of room					
Date:	Room no.:	Start:	End:	Setting up from:	Cleaning and dismantling until:

2.3 Title of event:		
2.4 Type of event:	<input type="radio"/> Meeting/seminar <input type="radio"/> Conference/symposium <input type="radio"/> (Inaugural/farewell) lecture <input type="radio"/> Informative event	<input type="radio"/> Reception <input type="radio"/> Concert/exhibition <input type="radio"/> Presentation <input type="radio"/> Other: _____

2.5. Number of participants:	_____ (Number inc.organisational team, etc.)
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2.6. Use of foyer:	<input type="radio"/> yes (layout sketch required, safety concept if applicable) <input type="radio"/> no	
What will be happening in the foyer?	<input type="radio"/> Catering <input type="radio"/> Reception	<input type="radio"/> Exhibition <input type="radio"/> Other: _____
Furniture required:	<input type="radio"/> Tables <input type="radio"/> Bar tables	<input type="radio"/> Poster stands <input type="radio"/> Other: _____
Electrical equipment and devices in the foyer:		
Other:		

3. EVENT COORDINATOR = person responsible for event and organiser present during event		
_____	_____	_____
Title	Last name	First name
Contact (phone, e-mail):		

4. CATERING <input type="radio"/> yes <input type="radio"/> no	
Name/ company	
Contact (phone,e-mail):	

5. PROGRAMME for the event (approximate schedule for event)

6. COMMENTS/ADDITIONAL INFORMATION

7. REASONS FOR A DISCOUNT FOR THE RENTAL FEE

In accordance with the guidelines for the rental of University premises for non-University events (see letter from Bavarian State Ministry of Education, Science and the Arts dated 2 February 1982), 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.

8. IMPORTANT INFORMATION

- Party political or religious events are not permitted in University premises.
- The use of electrical equipment must be coordinated with the Unit of Occupational Safety before the application for using University premises is made.
- Issues related to sponsoring must also be agreed upon with H 5 before the application is made.
- The sale of goods and services on University grounds is forbidden.
- The application must be made at least 6 weeks before the event is due to take place.
- A safety concept must be included with the application in the case of events with more than 200 participants and/or where the foyer is also being used. (Inquiries to H3 - Office of Property Administration)

9. For applications made by the students' representatives for student events:

➤ The event and (room) reservation was approved by _____ on _____

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

Signature of member of the speakers' council

I hereby confirm that the above information is correct:

Place, date

Signature of applicant