**Friedrich-Alexander-Universität
Erlangen-Nürnberg**

FAU

Application for the use of University premises

IMPORTANT INFORMATION
(please contact zuv-g5-raumverwaltung@fau.de with any questions)

➢ 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.
➢ 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. This concept must be approved by Occupational Safety and, if applicable, also by the State Construction Office.
➢ Issues related to sponsoring must also be agreed upon with H5 before the application is made.
➢ The sale of goods and services on University grounds is 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 Ms O Mr _____ Title _____ Last name _____ First name	_____ Organisational unit (institute/chair) _____ Address _____ Phone/e-mail
1.3 O **Applicant is event organiser** O **Applicant is <u>not</u> event organiser**	
Please fill in the following contact details if applicant is not the event organiser: _____ Last name, first name _____ Title/company	_____ Address _____ Phone/e-mail
1.4 For internal events: Participation of third parties (from outside the University) O yes O no	
Please complete the following contact details if third parties are participating: _____ Last name, first name _____ Title/company	_____ Address _____ Phone/e-mail
Participants (please cross as appropriate):	
O University institution is the event organiser O University institution is the host only; third party is event organiser O Exhibition stand charges etc. will apply	O Entrance/conference fees will apply O Financial risk lies with the University institution O Other sponsoring

2. EVENT COORDINATOR   = person responsible for event and organiser present during event
_____   _____   _____   Title   Last name   First name
Phone/e-mail

3.	DATA ABOUT EVENT / ROOMS TO BE RENTED						
3.1	**Date, time, place, room name for event**						
Date*:	**Name/number of room**	**Building / street**	**Begin**	**End**	**Setting up from**	**Clearing away until**	

*Please note other dates under section 6

3.3	**Title of event:**
3.4	**Type of event:**

O Meeting	O Seminar/workshop	O Conference/symposium
O Informative event	O Presentation	O Inaugural lecture/farewell lecture
O Examination	O Concert/exhibition	O Other: _____

3.5	**Number of participants:**	_____ (Number incl. organisational team, etc.)
3.6	**Use of foyer:**	**O yes** (**layout sketch required**, safety concept if applicable) **O no**

What will be happening in the foyer?	O Catering/reception	O Exhibition	O Other: _____
Furniture required:	O (Bar) tables	O Poster stands	O Other: _____

The use of electrical equipment must be coordinated with Occupational Safety.

Other:

4.	CATERING SERVICES	O yes O no
Name/ company		
Address /phone no. / e-mail		

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

6. COMMENTS / ADDITIONAL INFORMATION / ADDITIONAL DATES

7. 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.**

➢ **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.**

8. STUDENT EVENTS
applied for via students' representatives:

➢ The event and (room) reservation was approved by the person responsible for the room

_____ on _____
Name of person responsible for room

➢ 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 applicant**