

Application for the use of centrally managed teaching rooms at TU Dresden on an hourly basis

1. Organizer:

Organization:

Street address:

Postal code:

Location:

Tel.:

Email:

Last name, first name of the responsible party:

Street address:

Postal code:

Location:

Tel.:

Email:

2. Responsible party for the event schedule (event manager pursuant to § 38 Assembly Venue Ordinance [VStättVO])

Last name, first name of the responsible party:

Street address:

Postal code:

Location:

Tel.:

Email:

Last name, first name of the deputy:

Street address:

Postal code:

Location:

Tel.:

Email:

3. Invoice recipient:

Organization:

Cost center/WBS element (in German PSP)

Street address:

Postal code:

Location:

Tel.:

Email:

4. Event type and topic

a. Deciding on the content of the program and agenda

b. Target group

5. Speakers (Full name and job title, department):

6. Cooperations partners:

7. Requested rooms and times (including preparation and follow-up)

Date	Period		Rooms
	from	until	
	am/pm		
	from	until	
	am/pm		
	from	until	
	am/pm		
	from	until	
	am/pm		

8. Expected no. of participants

9. Media equipment available

Hybrid event	yes	no
If yes: Live feed of the event	yes	no
Recording of the event	yes	no
DVP (Data/video projector)	yes	no

10. Other requirements

Additional audio-visual media (e.g. microphone)	yes	no
Use of foyer and corridor(s)	yes	no
If yes, which:		
Use of outdoor areas	yes	no
If yes, which:		
Additional cleaning requirement	yes	no

11. Financing the event

Will day fees or entrances fees be collected?	Yes	No
Will booths or exhibition stands be rented?	Yes	No
Will sponsorship funds be raised?	Yes	No

12. Additional comments

13. Terms of use

General terms of use

- **The currently valid version of the [General Regulations of TU Dresden](#) applies.**
- The user/event organizer is solely responsible for complying with all applicable regulations and legal requirements. In accordance with § 38 of the Assembly Venue Ordinance (VStättVO), an event manager and a deputy must be appointed and listed in Section 2 of this application for room use. The event manager named in the application, or their deputy, must be present and reachable throughout the entire period of use (including the preparation and follow-up).
- The use of centrally managed teaching rooms must be requested no later than six weeks before the planned event. This deadline applies once the application for room use has been fully completed, signed, and submitted to TU Dresden's Room Allocation Office.
- Any required preparation and follow-up (e.g. for exhibitions, presentations, or catering) must be coordinated with the involved service providers prior to submitting the application and must be included in Section 6 of the application.
- The allocation agreement is generally drawn up four weeks before the event takes place. After making use of the premises, the user will receive an invoice.
- The requested rooms may only be used after the allocation agreement has been signed, and they are to be solely used for the approved purpose. This does not grant exclusive use of any building (or parts of it). Subletting or transferring the rooms to third parties is expressly prohibited.
- The receipt of goods deliveries for the event is the sole responsibility of the organizer.
- TU Dresden does not guarantee that the requested rooms are suitable for the intended use.
- After the event, the user is required to leave the premises in proper condition and restore it to its original state (seating, white boards, windows, etc.).
- If the room requires special cleaning, the user will bear the costs of the cleaning company.
- Parking spaces cannot be provided.
- Any installations, modifications to furnishings, or similar changes must be agreed upon in writing with TU Dresden at the time of application.
- Any disruption to other users of the building must be avoided. Instructions given by representatives of TU Dresden must be followed.
- The user is responsible for keeping emergency exits unobstructed.
- The user is liable for any personal injury or property damage.

Emergency management

- In the event of a fire, if an automatic fire alarm system is present, the fire brigade and building occupants must be alerted immediately by activating a manual call point. If no such system is available, the fire brigade must be notified immediately by calling the emergency number 112, followed by informing TU Dresden's Security Service: +49 351 463-20000. All participants, and if necessary anyone in adjacent areas of the building, must be alerted without delay. Use of the premises must be stopped immediately and the building evacuated as quickly as possible (this also applies if the fire alarm system is triggered automatically).
- If no such system is available, the fire brigade must be notified immediately by calling the emergency number 112, followed by informing TU Dresden's Security Service: +49 351 463-20000.
- Any unusual incidents must be reported to TU Dresden's Security Service: +49 351 463-20000 and, if necessary, the police: 110.

