

Request to Book the Event Space MC

This form must be completed and submitted to informatik-dekanat@rub.de **at least three weeks prior to the event**. The event may only take place after explicit approval by the Dean's Office.

Title of the event:

Type of event:

Start:

End:

Person in charge:

Organisational unit/chair:

Email:

Phone number:

Number of people:

Will the installed audiovisual equipment be required? Yes No

(Note: If you require IT support for audiovisual equipment for your event, please submit a ticket to cs-it@rub.de well in advance!)

Will catering be provided (food/drinks)? Yes No

Are additional chairs needed from storage? Yes No

(Note: Up to 50 additional visitor chairs available. If 'yes', please ask the Dean's Office (MC 1-43) for a loan transponder and lock the storage room door after putting the chairs back.)

Important information:

- a) After the event, all furniture must be returned to its original arrangement (see furniture plan below).
- b) If the event ends after 5 p.m., the organizer must lock the Event Space. If you do not have locking rights, please ask the Dean's Office (MC 1/43) for a loan transponder.
- c) If the stairs in the Event Space cannot be used during the event, students must be given access to MC 1 via the MC 1 North and South corridor doors (door holders can be borrowed from the Dean's Office).
- d) All information posted for the event (notices, signs, directions, etc.) must be removed afterwards.
- e) All rubbish and residues must be removed after the event. Any cleaning and disposal costs (including for special cleaning, if necessary) will otherwise be charged to the organizer.
- f) Any damage or loss to furniture, media technology, or in or around the Event Space that occurs during the event must be reported immediately to the Dean's Office. Costs arising from such damage or loss will be charged to the organizer. Existing damage must be reported to the Dean's Office before the event.
- g) By signing this form, the organizer confirms that they have read and accepted the above conditions.

Date:

Signature: _____

Decision on Request to Book the Event Space MC

Title of the event:

Start:

End:

Person in charge:

Decision on request to book the Event Space MC:

Approved

Approved with conditions:

Not approved. Reason:

Date, Signature:

After the event, all furniture must be returned to its original place! All emergency exits (green) must be kept clear at all times!

