



Application for the use of a university facility

Course registration (8 weeks before the start of the course)

To be submitted to: hoersaalvergabe@tu-braunschweig.de

Applicant / Organiser / Person in charge

(Assumption of operator responsibilities)

Organisation: _____

Surname, first
name: _____

Street; No.: _____

Postcode, Town: _____

Mobile: _____

Email: _____

The event is being held:

- ☐ *in direct connection with the university's remit*
- ☐ *by the student body, its governing bodies and sub-units, in the performance of their duties*
- ☐ *by a registered student association*
- ☐ *by a scientific, artistic or technical-scientific society or association*
- ☐ *by public authorities*
- ☐ *by other organisers:*

Name of the event: _____
Date of the event: _____

Time: _____

Preferred venue: (lecture
theatre, foyer, outdoor area) _____

Music: _____

☐ YES ☐ No

Time: _____

Type of event

- | | | |
|---|--|--|
| ☐ Lecture | ☐ Culture / Theatre / Cabaret | ☐ Concert |
| ☐ Open Day Anniversary | ☐ First-year event Other: _____ | ☐ Fair / Exhibition |
| ☐ celebration | ☐ | |

There is a charge for this event; an

☐ entrance fee ☐ conference/congress fee ☐ will be charged.

The event is organised on a for-profit basis: ☐ YES ☐ No

Access controls will be in place: ☐ YES ☐ No



Has the organiser taken out public liability insurance covering personal injury and property damage for the event? ☐ Yes (please attach proof) ☐ No

Expected number of visitors: _____ throughout the entire event.
Present at the same time: _____ Expected audience: _____

Description of the event:

(programme schedule, purpose of the event, special programme items, speakers, challenges)

Event facilities:

(Structures, stages and marquees; foyer facilities; hazardous objects; open flames)

Declarations

The undersigned declares that the event is not subject to taxation or any fees (e.g. GEMA fees)

☐ is not subject to _____
with the relevant authority, ☐ is subject to taxation or fees (e.g. GEMA fees) and has been registered

he/she is aware of the Terms and Conditions of Use of the Technical University of Braunschweig dated 20 October 2025 and hereby accepts them,
he/she is jointly liable with the association/organisation named as the organiser for the fulfilment of all the tenant's obligations in accordance with the provisions of the terms and conditions of letting, the event is not a political event,

he/she consents to the processing of the data provided by him/her solely for the purpose of the collection carried out here and acknowledges the [TU Braunschweig's privacy policy](#), in accordance with which the data will be processed.

Submit

Date; (digital) signature of the applicant