

At its meeting on 20 August 2025, the Executive Board of the Technical University of Braunschweig adopted the following

provision
on the allocation and use of event spaces
at the Technical University of Braunschweig
(Room Allocation Regulations)

:

§ 1 General Conditions

1. Event spaces within the meaning of these regulations are plots of land and rooms, in particular lecture theatres, seminar rooms, foyers and outdoor areas, as well as their equipment and furnishings, belonging to the Technical University of Braunschweig (TU Braunschweig).
2. The spaces made available to TU Braunschweig by the State of Lower Saxony are primarily intended for the fulfilment of the tasks incumbent upon it under the Lower Saxony Higher Education Act. Insofar as additional event spaces are available, they may be made available to third parties. Allocation to third parties shall only take place insofar as the interests of the University and its duties in research, teaching, study and knowledge transfer are not jeopardised either directly or indirectly. Teaching activities shall always take precedence when allocating the spaces.
3. The allocation or letting of event spaces for religious purposes is excluded. Religious purposes are deemed to exist in particular where the event serves to recite prayers and to conduct religious services and/or other religious rites.
4. The allocation or letting of event spaces for party-political purposes is also excluded. Party-political purposes are deemed to exist in particular where the event is organised solely in association with a political party or movement and/or where the objectives pursued by a political party or movement form the subject matter of the event. This applies in particular where the event serves to promote a political party, a political movement or a candidate standing in a vote or election.
5. Event spaces shall not be allocated or let for events with sexist, pornographic, extremist or other content that violates public decency, the Constitution or the law, or for events that may disrupt order within the University.

6. Event spaces shall not be allocated or let for events whose organisational structure violates the principle of equal treatment of participants or leads to differentiation based on personal characteristics. Exceptions to this are only permissible insofar as they serve to compensate for actual structural disadvantages as legally permissible positive measures and are consistent with the objectives of equality.

§ 2 Allocation of Rooms

The event spaces referred to in § 1 may be made available to the following user groups:

- a. organisational units (e.g. institutes, faculties) or bodies (e.g. the Senate) of TU Braunschweig,
- b. the bodies of the student body,
- c. recognised student associations of TU Braunschweig,
- d. associations promoting the university and university facilities,
- e. third parties, provided the planned event is related to the fulfilment of university duties,
- f. third parties in connection with an organisational unit of TU Braunschweig,
- g. third parties associated with the university or cooperation partners of TU Braunschweig,
- h. scientific, artistic or technical-scientific societies, as well as authorities closely associated with TU Braunschweig,
- i. Events that serve the general interests of TU Braunschweig and have been approved by the Executive Board may be held by the organiser following a successful content review.

§ 3 Responsibilities

1. The faculties are responsible for allocating the rooms assigned to them to members of the university for the purpose of holding lectures, tutorials and examinations.
2. The centrally managed lecture theatres, seminar rooms and outdoor facilities are available to all faculties for teaching activities and other official duties. Allocation is handled by the central room allocation office.

3. The allocation of rooms not reserved for the faculties under No. 1, in particular the allocation of rooms to student bodies and non-university or other third parties, is carried out by the central room allocation service. The central room allocation service is responsible in particular for the allocation of rooms for:
 - a. academic ceremonies,
 - b. inaugural lectures,
 - c. graduation ceremonies,
 - d. award ceremonies,
 - e. conferences,
 - f. academic discussion events,
 - g. university concerts,
 - h. other special events.

§ 4 Application procedure, contractual agreements

1. Any intended use of event spaces and, where applicable, the use of services must be applied for in writing or by email to the Central Room Allocation Office using the application form (Appendix 03).
2. Depending on the type of event, the application must be submitted no later than 8 weeks (for special approval, see No. 3) before the planned date of the event. The following declarations must be attached to the application:
 - a. a declaration that the organiser is aware of these terms and conditions of use and agrees to abide by them,
 - b. where applicable, a declaration that the event is not subject to taxation or that it has been registered for taxation with the relevant authority and – where necessary – that any required commercial licences have been obtained,
 - c. a declaration that – where necessary – the event has been registered with the relevant copyright collecting society (e.g. GEMA) and that any fees incurred will be paid directly by the organiser,
 - d. a statement regarding the collection of admission fees, stand fees, conference fees or similar revenue generated in connection with the event.
3. Applications for events requiring a change of use or a special permit from the City of Braunschweig must be submitted at least three months before the planned date of the event. These include, for example, large open-air events, the use of foyers and off-site locations.
4. If the application is approved, the Central Venue Allocation Office will notify the applicant in writing. In doing so, it also confirms acceptance of the contract offer. The usage and transfer agreement comes into effect upon receipt of the declaration of acceptance. If the application and contract offer cannot be approved, the applicant will receive a corresponding notification in writing.

5. There is no legal entitlement to the provision of facilities or services. Provision may be made conditional upon the fulfilment of requirements and conditions.
6. Provision may be refused in particular if
 - a. there are circumstances that give reason to believe that the event or the intended use will cause a lasting disruption to order within TU Braunschweig or that the reputation of TU Braunschweig will be damaged or its values not upheld,
 - b. there are circumstances that give reason to believe that the university facilities will be damaged during or as a result of the event,
 - c. this is required for reasons of equal treatment (events of a party-political, religious or generally ideological nature may only be permitted if they have a clearly recognisable academic character),
 - d. the applicant has breached TU Braunschweig's room allocation regulations during a previous event, in particular if property damage and/or personal injury occurred during or as a result of the event,
 - e. the applicant is in arrears with the payment of the usage fee for a previous booking or with the settlement of claims for damages arising from a previous booking,
 - f. if the event's themes constitute a criminal offence or incite criminal acts,
 - g. an event is of a purely commercial nature.

§ 5 Event organisation and proceedings:

To ensure the safety of the event, it is essential that TU Braunschweig, as the operator of the venue, and the organisers cooperate and exchange information. Only in this way can the legal requirements regarding fire safety, the functionality of safety equipment, etc. be met. Against this background, the following agreements apply:

1. The tenant/licensee must submit to TU Braunschweig, without delay and at the latest four weeks before the start of the event, appropriate documentation regarding the concept, implementation, decorations, technology, furnishings, visitor numbers, contracted service providers, etc. and, where applicable, their own risk assessment and safety concept for the planned event, so that TU Braunschweig can properly fulfil its obligations as the operator of the venue. Should TU Braunschweig require further documents and information in order to fulfil its own obligations under the NVStättVO and its duty of care, or any other legal obligations, the tenant/licensee shall provide these without delay. The tenant/licensee must notify TU Braunschweig immediately of any subsequent changes.

2. When using the facilities, the organisers must comply with the applicable legal provisions, in particular the public safety regulations.
3. The premises are let and made available in their current condition. The tenant/licensee is responsible for checking for themselves whether the premises meet the requirements for the event and the intended purpose; TU Braunschweig accepts no liability in this regard.
4. The tenant/licensee undertakes to ensure that the event proceeds in an orderly manner appropriate to the premises. The room and any other items made available to the tenant/licensee may only be used for the purpose specified in the usage and licence agreement and must be treated with care.
5. The event organiser is obliged to enquire with the central room allocation office in good time before the start of use regarding the condition and nature of the facilities made available for use, including access routes. Any defects in the event rooms and/or their equipment must be reported to the central room allocation office by email, with supporting documentation, before the start of the event.
6. The facilities must be treated with care and may only be used properly in accordance with their intended purpose. No alterations, modifications or additions may be made to technical equipment. Modifications include, in particular, the introduction of additional furnishings and decorations. These may not be carried out without the prior consent of TU Braunschweig.
7. The tenant/licensee must report all damage to TU Braunschweig immediately.
8. Escape routes, emergency exits, escape route signage, fire-fighting equipment, fire extinguishers and all other safety equipment must be kept clear. It is prohibited to obstruct, cover, render ineffective or even temporarily or briefly narrow their full width.
9. The use of open flames, flammable liquids and gases, pyrotechnic articles and other explosive substances is prohibited in the rented premises. All actions posing a fire hazard are prohibited.
10. All equipment, decorations, props and furnishings brought onto the premises must be verifiably at least flame-retardant. Exceptions to this are only permitted at the expense of the tenant/licensee and in consultation with the relevant fire safety authority (fire brigade) and the fire safety officers of TU Braunschweig.

11. The event must not disrupt other events at TU Braunschweig in any way. When using sound reinforcement or sound transmission systems, the tenant/licensee is obliged to comply with the Regulation on the Protection of Employees from Hazards Caused by Noise and Vibrations, as well as with noise protection regulations for the benefit of visitors and local residents.
12. The existing smoking ban in all rooms at TU Braunschweig must be strictly observed. The tenant/licensee is responsible for monitoring and enforcing this.
13. The tenant/licensee is obliged to use the seating plans provided to them by TU Braunschweig. The number of visitor seats approved in the seating and emergency exit plan must not be exceeded, and the approved layout must not be altered. The width of the chairs specified in the plan must not be exceeded. When using rooms for which no seating plan exists, the tenant/licensee shall, in accordance with Section 1 of the NVStättVO, only admit to the rented premises the maximum number of persons to be calculated in accordance with Section 1(2) Nos. 1–4 in conjunction with Section 7(4) NVStättVO, whereby the lower of the two calculated figures shall prevail; if an official requirement or an agreement stipulated in the usage and letting contract specifies a lower number, that number shall apply. The tenant/licensee shall be liable for any incidents or damage resulting from non-compliance with this provision.
14. Access to the events must be granted at all times to the building staff and representatives of TU Braunschweig; the instructions of these persons must be followed. In the event of breaches of the aforementioned terms of use, TU Braunschweig may require the event organiser to terminate the event prematurely. In such cases, the premises must be vacated or returned within half an hour. The obligation to pay the fees due remains in force. The same applies if early termination of the event was necessary due to imminent damage or other hazards.
15. If the breaches or the danger are caused by individuals, TU Braunschweig may require the event organiser to exclude the persons concerned from the event.
16. Events must be concluded in good time so that the premises can be vacated or returned at the end of the booking period.
17. After the event has ended, the facilities must be left or returned in a tidy and clean condition.

18. If rooms and areas are left in such a dirty condition after use that it exceeds the normal scope of routine cleaning, TU Braunschweig may require the organisers to carry out the cleaning themselves within two hours or to have it carried out at their own expense. If the organiser fails to comply with this request within the set time limit, or does so only partially, TU Braunschweig may arrange for the cleaning to be carried out at the organiser's expense.

§ 6 Event Management

1. During the operation of the premises made available for use, an event manager is required to be present at all times in accordance with § 38 NVStättVO.
2. The event manager must be of legal age and proficient in the German language, as well as physically and mentally capable of recognising safety-related situations and making appropriate decisions on their own responsibility. The event manager must be familiar with the venue and have the authority to issue instructions to contractual partners, assistants and staff of the organiser.

§ 7 Fee Regulations

1. Fees are calculated in accordance with the current fee schedule (Appendix 01) and are graded according to the following scale:
 - a. full fee according to the fee schedule (more than 5 hours),
 - b. half the fee as per the fee schedule (up to 5 hours),
 - c. free of charge.

The basis for calculating usage times is the total time, including set-up and dismantling. Events interrupted by breaks are considered a single continuous event. Breaks are therefore subject to a fee.

2. If services are utilised during an event that were not agreed in writing in advance (e.g. additional use of rooms or technical equipment, exceeding the usage times), TU Braunschweig reserves the right to invoice these retrospectively.

§ 8 Ancillary costs

1. The room hire fee includes the costs of energy (with the exception of high-voltage electricity), water, regular waste disposal and toilet use, the use of existing tables and chairs, the use of permanently installed lecterns including any microphones fitted to them, and the use of built-in loudspeaker systems.

2. Not included in the room hire fee and to be paid additionally by the organiser are cleaning costs and costs for additional technical equipment. Outside the building's regular opening hours and in the event of increased requirements, porter services must also be booked, the costs of which are to be borne by the respective organisers. Additional porter services or the deployment of security personnel are determined by Department 31.
3. If technicians, caretakers, maintenance staff or cleaning staff are required for alterations, special installations or to supervise the event, these will be charged separately. The costs are to be borne by the organiser.
4. Planning, approval or special costs are to be borne additionally by the organiser.
5. Costs incurred for special permits that must be applied for by TU Braunschweig are also to be borne by the organiser.
6. Where, pursuant to Section 38 of the NVStättVO, an event manager must be appointed for the event, the resulting costs shall be borne by the organiser. The organiser shall also bear the costs for the deployment of security staff, fire wardens, evacuation assistants, medical personnel, helpers, etc. In cases of doubt, the Central Room Allocation Office shall decide on the necessity.
7. All ancillary costs listed under points 1–6 are to be borne by the organiser even in cases where the venue is otherwise provided free of charge.

Administration fee

In the case of particularly complex events, the Central Room Allocation Office is entitled to charge an additional processing fee. The working hours incurred will be calculated in accordance with the fee schedule. In particular, rebookings of rooms and events requiring more than three months' planning lead time are considered particularly complex.

§ 9 Cancellation

1. If the tenant or the person to whom the room is made available does not hold an event for a reason for which TU Braunschweig is not responsible and which is not attributable to TU Braunschweig's sphere of risk, the following applies:
 - a. If the tenant or the user of the premises gives notice of the cancellation more than three months before the start of the event, no rent or internal service charge is payable.

- b. If the tenant or the licensee gives notice of the cancellation of the event at least three months before it is due to start, 30% of the rent / internal service charge is payable.
 - c. If the tenant or the licensee gives notice of the cancellation of the event at least one month before the start of the event, 50% of the rent / internal service charge is payable.
 - d. If the tenant or the party to whom the premises are made available gives notice of the cancellation of the event less than one month before it is due to start, the full rent/internal service charge must be paid.
 - e. In any case, the tenant or the user reserves the right to prove that TU Braunschweig has incurred less damage than the flat-rate fee or no damage at all; in such cases, the claim for the flat-rate fee shall lapse.
 - f. TU Braunschweig reserves the right to claim the actual damage incurred.
2. Irrespective of any full or partial exemption from the rent payment, the tenant or the assignee may be obliged to pay costs already advanced by TU Braunschweig if such advance payment was necessary or required for the performance of the usage and assignment agreement. The same applies where TU Braunschweig has incurred liabilities arising from the event or the tenancy agreement.

§ 10 Termination of the rental agreement by TU Braunschweig

TU Braunschweig may terminate the agreement and/or withdraw from the agreement in the event of an increased and/or unforeseen risk situation. This applies in particular if:

- a. the tenant or the assignee fails to take measures that serve or would serve the safety of visitors or other parties involved, in particular in accordance with building regulations or police regulations;
- b. the tenant or the person to whom the premises are let fails to provide TU Braunschweig with the documents and information agreed herein, or provides them incompletely or not in a timely manner; this also applies to proof of organiser's liability insurance;
- c. the tenant or the licensee fails to inform TU Braunschweig, or fails to do so immediately, of any subsequent changes regarding the planned event;
- d. the tenant or the person to whom the premises are made available sublets the rented or made-available premises without authorisation or allows third parties to use them;
- e. the necessary official approvals and permits are not in place, or the tenant or the person to whom the premises are made available does not or cannot comply with official requirements;
- f. the tenant or the assignee breaches material contractual agreements and/or these terms and conditions and, despite being requested to do so by TU Braunschweig, fails to cease or remedy such breach immediately;

- g. defects are identified for which the tenant or the licensee is responsible and which may endanger the health or life of a third party;
- h. the tenant or the assignee has concealed circumstances that are relevant to the assessment of the risk situation and/or the scope of services and/or the production facilities and/or the staff or agents of TU Braunschweig, particularly with regard to safety and legality;
- i. In the event of such termination or withdrawal, all mutual claims shall lapse, unless the tenant or the assignee has culpably caused the termination or withdrawal; in this case, TU Braunschweig may demand payment of the rent as compensation, insofar as it was no longer possible for it to let the premises to another party;
- j. Furthermore, TU Braunschweig has a special right of termination if an unforeseen and significant need for the premises arises on the part of the University and alternative premises or space cannot be provided. In this case, TU Braunschweig's claim to rent payment shall lapse. The tenant or the person to whom the premises are made available may claim reimbursement of their proven costs. If TU Braunschweig is able to offer suitable and comparable alternative premises or areas, the contract of use and letting shall remain in force with all rights and obligations relating to the (modified) premises.

§ 11 Permits

1. All permits that may be required in connection with the event must be obtained comprehensively and on their own responsibility by the tenant or the assignee. They must be submitted to TU Braunschweig without delay, but no later than 14 days before the start of the event, without being asked. The inability to obtain a permit for the event does not exempt the tenant from paying the rent.
2. The tenant or the person to whom the premises are made available shall, where necessary, independently ensure that the event is properly licensed by GEMA or other collecting societies.

§ 12 Advertising and Commercial Activities

1. External organisers are permitted to use standard advertising measures (posters, flyers, banners) in the rented premises during the event free of charge.
2. Any further advertising measures in connection with events outside the rented premises are, in principle, subject to authorisation and a fee. Authorisation must be applied for in writing to Department 31. Once authorisation has been granted, posters, leaflets and similar materials may be displayed at the designated locations.

3. Any advertising measure not covered by paragraphs 1 and 2, as well as any form of selling goods or other financial transactions within the premises or on other areas of the Technical University of Braunschweig, requires prior approval from Department 31.
4. Permission may only be granted if the measures and activities referred to in paragraph 2 do not contravene statutory provisions or the rights of third parties and do not conflict with the interests of the Technical University of Braunschweig.
5. If organisational units of TU Braunschweig or accredited groups from TU Braunschweig enter into the Licence and Use Agreement and engage external parties, in particular companies, as event partners, the usual promotional activities of the external event partners (posters, leaflets, banners) in the rented premises during the event, provided that the parties to the Usage and Transfer Agreement and the external partner have concluded a written sponsorship agreement setting out the services to be provided and the consideration to be paid. The tenant or the transferee is responsible for ensuring that such a sponsorship agreement is concluded. Organisational units of TU Braunschweig or accredited groups of TU Braunschweig that rent premises are obliged to name any event partners in the application for use/transfer.
6. The tenant/licensee must make it clear on all promotional materials and in all communications that they are the organiser or who the organiser is, and must ensure that TU Braunschweig is not perceived as the organiser in its external communications, unless it wishes to be the organiser.
7. Advertising measures, promotional materials or other activities must not impair (in particular by covering, obstructing or blocking) emergency exit signage, emergency equipment, fire safety measures or escape routes. Advertising measures, promotional stands, promotional booths, etc. must not take place or be set up in essential corridors, essential stairwells and/or escape routes.
8. All desired advertising activities must be set out in the application for use/letting. TU Braunschweig reserves the right to prohibit any advertising measures that do not comply with its fundamental values. This also applies to the content and statements in advertising materials.
9. All advertising activities and materials must be removed without delay and without leaving any traces by the lessee or the person to whom the premises have been made available immediately after the end of the event and disposed of at their own expense. Otherwise, these will be removed and disposed of at the lessee's expense. Any remaining advertising materials must not be disposed of with TU Braunschweig's general waste (e.g. by placing them in the bins provided).

§ 13 Liability

Liability of TU Braunschweig

1. TU Braunschweig shall only be liable for damage to property and financial loss caused by wilful misconduct or gross negligence.
2. In the event of a breach of material contractual obligations, TU Braunschweig shall be liable for wilful misconduct and negligence. In cases of simple negligence, liability is limited to foreseeable, contract-typical and direct damages. Material contractual obligations are those obligations the fulfilment of which is essential for the proper performance of the contract and on the observance of which the contracting party could reasonably rely.
3. The limitations/exclusions of liability do not apply to claims under mandatory law, arising from fraudulent conduct, from liability for guaranteed characteristics, or arising from injury to life, limb or health.
4. The organiser shall indemnify TU Braunschweig against any third-party claims arising in connection with the organisation of the event, unless liability is based on wilful misconduct or gross negligence on the part of TU Braunschweig.
5. Insofar as TU Braunschweig's liability is excluded or limited, this also applies to the personal liability of TU Braunschweig's representatives, employees and other vicarious agents.

Liability of the organiser

The tenant/licensee shall be fully responsible, for the duration of the tenancy/licence agreement, for the items made available to them and those brought in by them.

1. The organiser shall be liable to TU Braunschweig for damage to the facilities provided that is caused by the culpable conduct of the organiser, their staff, other vicarious agents, or participants in the event during the event, including any preparatory work and subsequent processing.
2. If legal entities, unincorporated associations or other groups of persons are the organisers, the applicants shall also be personally liable to TU Braunschweig, alongside the organisers, for fees and compensation. Liability is joint and several.
3. The organiser must comply with the requirements of the NVStättVO in respect of all items and materials brought onto the premises.

4. The organiser is responsible for the event programme and for ensuring the safe and smooth running of the event. Compliance, in particular, with the Youth Protection Act, the Sunday and Public Holidays Act, the Trade Regulation Act, the noise regulations under immission control law, local curfew regulations and accident prevention regulations is the organiser's sole responsibility. The designation as organiser and the promotion of the event are the sole responsibility of the tenant/licensee.
5. If a breach or failure to comply with the aforementioned tasks and obligations of the tenant/licensee results in a claim being made against TU Braunschweig by a third party, the tenant/licensee shall indemnify TU Braunschweig against such a claim.
6. TU Braunschweig reserves the right to require a security deposit in individual cases.

§ 14 Duty of care

1. For the duration of the tenancy period, the tenant/licensee shall be responsible for ensuring public safety in respect of the areas rented and used by them, as well as the access and exit routes. This duty of care includes, in particular, measures to protect event participants, keeping escape routes clear, complying with fire safety regulations, securing access to and from the event venue, etc.
2. This applies in particular to any decorations, furnishings, props, structures, platforms, suspended fixtures, laid cables and stage, studio and lighting equipment brought in by the tenant or their agents or assistants.
3. The tenant/licensee is contractually obliged to comply with the provisions of the NVStättVO as part of their duty of care. Should a breach of this duty of care result in a claim against TU Braunschweig by third parties, the tenant shall be liable.
4. TU Braunschweig reserves the right, in individual cases, to recommend taking out suitable liability insurance or to make this compulsory. Proof of such insurance must be provided to TU Braunschweig no later than ten working days before the start of the event.

§ 15 House Rules and Fire Safety Regulations

1. The President of TU Braunschweig is responsible for exercising the right of access in all premises of TU Braunschweig. He or she exercises this right through the security and maintenance staff or through a person appointed by him or her or the event management.

2. Staff of the Technical University of Braunschweig, the medical service, the police or the fire brigade have access to the premises at all times. They must not be hindered in the performance of their duties.
3. The instructions of the persons referred to in points 1 and 2 must be followed immediately. Violations may result in a ban from the premises.
4. Notwithstanding the organiser's responsibility for maintaining peace and order and their obligation to comply with safety regulations, the persons referred to in points 1 and 2 are authorised to take measures to avert risks of damage to TU Braunschweig, event participants or third parties and, if necessary, to terminate the event prematurely. TU Braunschweig shall carry out such actions at the organiser's expense and under their responsibility. The current version of TU Braunschweig's house rules (Appendix 02) applies at all times. Exceptions to the provisions of the house rules may be agreed in individual cases in the contract of use and transfer.
5. The organiser, commissioned third parties and subcontractors must comply with the fire safety regulations of TU Braunschweig in their currently valid version. The organiser may obtain a copy of the fire safety regulations from TU Braunschweig.
6. Foyers are in many cases escape and rescue routes and may not be used as event spaces, or may only be used in exceptional cases with special permission from the building control authority. This must be agreed at least 3 months prior to the event.

§ 16 Assignment and Subletting

The organiser is not entitled to assign their rights under the contract to third parties or to transfer the subject matter of the contract, in whole or in part, to third parties. In particular, the organiser is not entitled to sublet.

§ 17 Jurisdiction

Where the organisers are not consumers, the place of jurisdiction for all disputes arising in connection with the relevant event shall be the registered office of TU Braunschweig, Braunschweig,

§ 18 Entry into force

These Terms and Conditions of Use shall enter into force upon public announcement by the university. At the same time, the Fees and Charges Regulations and the Terms and Conditions of Use of the Technical University of Braunschweig dated 27 March 2000 (University Public Notice No. 160) shall cease to apply.

Appendices

1. Fee Schedule of the Technical University of Braunschweig
2. House Rules of the Technical University of Braunschweig
3. Application for the use of a university facility

Braunschweig,

The President, Professor Dr Angela Ittel

Fee schedule as an annex to the room allocation regulations

A. Principles

1. The fees listed under B are payable for the use of university facilities.
2. The fees for events/room allocation are calculated according to the following scale:
 - a. full fee according to the fee table
 - b. half the fee according to the fee table
 - i. scientific, artistic or technical-scientific societies affiliated with the Technical University of Braunschweig
 - ii. Public authorities
 - c. Free of charge
 - i. Organisational units (e.g. institutes, faculties) of the Technical University of Braunschweig
 - ii. Student bodies in the performance of their duties under the NHG
 - iii. Student societies, student councils and associations recognised by the Technical University of Braunschweig
 - iv. Third parties, provided the planned event is related to the fulfilment of university duties.
 - v. Third parties associated with the university or cooperation partners of the Technical University, provided that a corresponding agreement for free use has been reached.
3. Furthermore, a reduction or exemption from fees may be granted upon application if the University has a particular interest in an event. The application must be submitted to the Central Facilities Management and will be coordinated with the Executive Board via the Press and Communications Unit.
4. A reduction or exemption from the fee is excluded if the event is profit-oriented.

B. Fee rates (gross prices)

1. Lecture theatres / rooms

The usage fee is based on the following usage times:

- a. For room use of up to 5 hours, the half-day rate applies.
- b. For use of more than 5 hours per calendar day, the full-day rate applies.
- c. Usage times are calculated on the basis of the total duration, including set-up and dismantling. Events interrupted by breaks are considered a single continuous event. Breaks are therefore subject to a fee.
- d. The following services are included in the room hire:
 - i. Room
 - ii. Standard seating
 - iii. Electricity
 - iv. Heating costs
 - v. Existing media equipment
 - vi. Standard university cleaning during the week
 - vii. Caretaker / security services (for key handover and as a point of contact in the event of problems, involving the on-call service or other technical departments at TU BS where necessary)
 - viii. Administrative costs

	Outside the heating season 1 May – 30 September		During the heating season 1 October – 30 April	
	½ daily rate	Daily rate	½ daily rate	Daily rate
Central Campus				
Main lecture theatre	€1,300.00	€2,300.00	€2,100.00	€3,100.00
UP 3,007	€900.00	€1,600.00	€1,300.00	€2,100.00
SN 19.1	€500.00	€900.00	€700.00	€1,200.00
New Senate Hall	€400.00	€700.00	€500.00	€800.00
Assembly Hall	€450.00	€550.00	€500.00	€600.00
Room 24.1-3 each	€150.00	€250.00	€200.00	€300.00
PK 2.1 & 2.2	€500.00	€900.00	€700.00	€1,200.00
North Campus				
BI 84.1	€500.00	€900.00	€700.00	€1,200.00
<u>All other rooms</u>				
Lecture theatres with up to 200 seats	€300.00	€600.00	€400.00	€700
Seminar rooms with up to 100 seats	€200.00	€350.00	€300.00	€450.00

The prices apply to the use of the rooms within the approved scope; any changes in use and approval procedures will be charged separately.

2. Areas

The following fees apply for the use of space:

a. Rooms and entrance halls (foyers) for exhibition purposes

Per stand up to 10 m ² of floor space	€80.00 per day
For each additional m ² of floor space	€7.00 per day

b. Outdoor areas for exhibition purposes

Per stand up to 10 m ² of floor space	per day €40.00
for each additional square metre of floor space	per day €3.00

c. Outdoor space for other events

per 100 m ² or part thereof plus all ancillary costs	per day €80.00
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The prices apply to the use of the outdoor areas within the approved scope; any changes in use and approval procedures will be charged separately.

3. Additional staff costs

- a. Services relating to the opening and closing of the premises are included in the prices stated above.
- b. Additional services will be invoiced separately and may include the following:
 - i. Refurbishment work
 - ii. Event supervision
 - iii. Performance of duties in accordance with Sections 38 & 39 of the NVStättVo
 - iv. Additional cleaning work
 - v. Security and fire safety services
 - vi. Planning work
 - vii. Other special tasks
- c. External services are invoiced in accordance with the service provider's billing.
- d. In-house services are charged in accordance with the table below.
- e. For work carried out at night, at weekends and on public holidays, the cost per hour or part thereof is increased by the time-related surcharges prescribed in the TVL (e.g. 20% surcharge for night work, 25% surcharge for Sunday work).

Staff category	Cost per hour or part thereof:
Caretaker services	€40.00
Technical services	€45.00
Administrative tasks	€48.00
Planning and engineering tasks	€58.00

4. Other costs

All other costs for consumables or additional services will be charged separately according to usage or the actual costs incurred.