

**To the Chancellor of TU Dortmund University -
International Office**

**Application for rooms in the International Meeting Center (IBZ)
of TU Dortmund University to conduct an event**

1. Topic of the event:

Title:

Content:

International relevance:

The flyer or invitation to the event is attached to the application will be submitted as soon as possible

2. Nature of the event:

Meeting/Congress

Lecture/Symposium

Trade fair/exhibition

Seminar/Workshop

Ceremony

Miscellaneous:

3. Reservation date/period:

Date

from

to

Recurring events:

4. Expected number of participants:

5. Organizer (= applicant):

Faculty/chair/institute/company:

Responsible person:

Address:

Phone:

E-mail:

6. Person responsible for organization and implementation, who is also present during the event and/or can be reached by telephone:

Name:

from

to

Phone/mobile:

E-mail:

7. Person responsible for the key:

Name:

E-mail:

Through the International Office you will receive a key card with which you can obtain the key for the IBZ from the central gatekeeper, Lecture Hall Building II.

The key card will be deposited for you 14 days before your event at the International Office. Please make an appointment for pickup at ibz@tu-dortmund.de.

8. Cooperation event:

not a cooperative event

Cooperation with:

Faculty/chair/institute/company:

Responsible person:

Address:

Phone:

E-mail:

9. Space requirements:

The following premises in the International Meeting Center are requested:

Room name	Date	Time (from)	Time (to)
Event hall			
Foyer			
Seminar room 1			
Seminar room 2+3			
Kitchen*			

* If you are renting the kitchen, please refer to the conditions for the use of the kitchen under paragraph 10.

10. Use of the IBZ kitchen

- 1) For **external users** the deposit for the use of the kitchen is 200,00 Euro. The deposit has to be transferred at least two weeks before the event. In the event of complaints regarding damage, gross soiling and loss, we reserve the right to withhold all or part of the deposit, depending on the amount of cleaning and/or the extent of damage.

Please transfer the deposit for the use of the kitchen to the account with 2 weeks notice:

Recipient: Technische Universität Dortmund

Account number: 001 190 415

Bank code: 440 501 99 / Sparkasse Dortmund

IBAN: DE43 4405 0199 0001 1904 15 / BIC: DORTDE33

Intended use: M-11-30000-100-301400

- 2) **Internal users** deposit a budget item which is charged in case of damage, gross contamination and loss.

PSP element:

Faculty or central institution:

Place, Date For internal activity allocation
Signature of budget officer

- 3) The kitchen must be left clean and with complete inventory and accessories.

- 4) When the kitchen is handed over, a handover and acceptance of the kitchen is carried out with the International Office.

11. Participation fees, entrance fees or other fees are charged for the event

not raised

charged per person in the amount of Euro:

These fees are collected

TU internal

by external third parties

12. The billing of accruing user fees and/or additional services (if these are charged) shall be carried out by:

External invoicing (UStG)

Bill recipient:

Address:

Internal cost allocation

Accounting office/Output at:

Faculty or central institution:

PSP element:

Fiscal year:

Place, Date

Signature of budget officer

With the approval of the application by TU Dortmund University, a contract of use is concluded. The regulations for use and the IBZ information sheet with the attached appendices become part of the contract upon written acceptance by the applicant.

The Guidelines for the Provision of Rooms for Events (Amtl. Mit. 26/2019) and the information sheet "Use of TU Dortmund University Rooms and/or External Areas for the Realization of a Special Event" also form the basis of the contract of use. The following applies with regard to liability and termination/cancellation of the contract:

Cancellation/termination of the contract of use

- 1) The organizer is obliged to inform TU Dortmund University immediately of any intended non-utilization of the rooms and areas provided under the contract. In the event of withdrawal up to seven days before the agreed use at the latest, no usage fee is due. If the withdrawal takes place at a shorter interval, the agreed usage fee may be charged in full.
- 2) If the contract of use is cancelled, TU Dortmund University is entitled to charge the costs already incurred by it for the preparation of the event.
- 3) If, after the conclusion of the contract of use, circumstances become known that prevent the event from being carried out, TU Dortmund University is entitled to terminate the contract. The same applies if an unforeseen self-interest on the part of TU Dortmund University in the rooms made available arises. In such cases, all claims, especially claims for damages, of the organizer are excluded.

Liability

- 1) The organizer is liable to TU Dortmund University for all personal injury and damage to property caused in connection with the event on land and in the buildings of the university.
- 2) In principle, TU Dortmund University is not liable for any damage to the organizer. This does not apply to liability due to a breach of an essential contractual obligation and to liability for damages resulting from injury to life, body or health, nor to damages resulting from an intentional or grossly negligent breach of duty by TU Dortmund University, its legal representatives or vicarious agents. Essential contractual obligations are those whose fulfillment makes the proper execution of the contract possible in the first place and on whose compliance the contractual partner may regularly rely.
- 3) The organizer is obliged to indemnify TU Dortmund University from all claims of third parties that are asserted in connection with the event.

The organizer hereby confirms that he/she has received the information sheet and the conditions for holding an event in the IBZ with the attached attachments and undertakes to comply with them. The correctness of the above mentioned information is assured.

Place, Date

Signature applicant - organizer (clearly legible)

13. Data protection regulations

The above mentioned organizational unit of TU Dortmund University takes the protection of personal data very seriously. We process personal data collected when applying for rooms in the International Meeting Center (IBZ) in accordance with the applicable data protection regulations. In particular, the Data Protection Act NRW (DSG NRW) and the Basic Data Protection Regulation (DSGVO) apply.

The users agree that personal data such as name, (business) address, telephone number and e-mail address may be stored for the purpose of booking rooms in the International Meeting Center (IBZ). The data will be used exclusively for booking the rooms and for no other purpose. After the event date, the data will be deleted after four weeks.

Users have the right to information, authorization, deletion, restriction of processing as well as the right to data transferability of their own personal data.

Users have the right to complain to a supervisory authority if the data subject considers that the processing of personal data concerning him or her is in breach of data protection rules.

This consent is voluntary and can be revoked or withdrawn at any time in writing (International Office, Emil-Figge-Straße 61, 44227 Dortmund, ibz@tu-dortmund.de). In this case, it is no longer possible to make rooms available in the International Meeting Center.

Users can contact the data protection officer if they have any queries on the subject of data protection: August-Schmidt-Straße 4, 44227 Dortmund, Telephone (0231) 755 2593, datenschutzbeauftragter@tu-dortmund.de

The responsible person in terms of the basic data protection regulation and other national data protection laws of the member states and other data protection regulations is the: TU Dortmund University, the Rector, August-Schmidt-Straße 4, 44227 Dortmund, Telephone (0231) 755 1.

Yes, I have read the data protection regulations and agree to the processing of personal data necessary for the provision of the rooms in the International Meeting Center (IBZ).

Signature applicant - organizer (clearly legible)