Use of rooms and/or external areas of the
International Meeting Center (IBZ)
General principles and terms of use

I. General principles

1. The "Application for the Provision of Rooms in TU Dortmund University IBZ for Holding Events" must be submitted to the International Office at least two weeks before the event. Flyers or invitations to the events must be submitted to the International Office.

2. The allocation of rooms applies only to the organizer's own events. The organizer is not entitled to sublet or transfer the use of the rooms in any other form to third parties. Co-organizers involved must be indicated to the International Office in the application for transfer of use or in the booking request.

3. Any postponement or cancellation of an approved event must be reported immediately to the International Office.

4. The right of use may be revoked in the event that the topic of the event communicated in the application or booking is changed in its wording or content without the prior knowledge of the International Office.

5. In the event that unforeseen self-interest on the part of TU Dortmund University in the assigned premises arises, the assignment can also be revoked.

6. As a prerequisite for the approval of an event, the conclusion of a liability insurance can be required. The corresponding proof of liability insurance must be submitted to the International Office at least one week before the start of the event. Failure to submit such proof will result in the approval not being granted.

7. For events of political parties as well as their subgroups or affiliated organizations, the provision of rooms is generally excluded. As a rule, university rooms are not made available for the purpose of religious practice or to religious communities, groups or associations.

8. For special university events, an attendance fee of up to 25 € per participant and day is set if the attendance fees are used exclusively for catering, printed matter or media. In this case, the University waives the levying of a user charge. For events organized by external users, the full user charge will be attributed. This charge must be paid in advance by the organizers.

9. The organizer must take appropriate measures (ticket issue/entrance controls etc.) to ensure that the maximum number of visitors (199 persons) is not exceeded.

10. The organizer is obliged to ensure that the event runs smoothly and to treat the equipment provided to him with care. He shall ensure compliance with the statutory provisions on his own responsibility. He is solely responsible for obtaining the official approvals and registrations required for the implementation of the event.

11. During an event, the organizer or an expressly authorized person in charge must be present and available at all times.

12. The costs for cleaning the premises applied for and the associated sanitary facilities are included in the user charge. Should special cleaning be necessary, the costs shall be charged to the organizer. The costs will be invoiced directly to the organizer by the cleaning company.
used. In the case of events of TU internal users that are exempt from charges, care must be taken to leave the rooms swept and tidy.

13. Fire alarm systems are not generally taken out of service for events. If (partial) shutdown of fire alarm systems is unavoidable for technical reasons, a fire security guard must be ordered by the organizer. The organizer shall be liable for fire brigade operations triggered by misconduct.

14. In the case of public reproduction of image and sound material (e.g. films, pieces of music), the organizer must ensure that the registration and payment of the fees to the GEMA is made.

15. The organizer is liable for all personal injury and property damage, regardless of the type and cause, which occurs in the rooms of the buildings and/or outdoor areas in connection with the event. He must also indemnify TU Dortmund University and the State of North Rhine-Westphalia or their employees from all claims asserted on this occasion.

16. There is a general smoking ban in all buildings of TU Dortmund University.

17. It is generally prohibited to spend the night in the buildings of TU Dortmund University.

18. Coat racks are available for the participants of events in the IBZ for the storage of clothes. TU Dortmund University accepts no liability for valuables and wardrobes.

II. Use of outdoor areas

When using outdoor areas of TU Dortmund University, the following instructions must be observed:

1. The floor areas of the footprint plan must be adhered to or agreed with Department 6.

2. The cleaning of the used outdoor areas must be carried out by 7 a.m. of the day following the end of the event.

3. In the case of a planned performance of music or pieces of music, a permit must be obtained from the Environmental Department of the City of Dortmund and submitted to the Department 6.1 one week before the event.

III. Equipment, signage, parking

1. The coordination of the special technical equipment can be done with the respective staff of the technical departments of Department 6 or the ITMC:

   Property management (cleaning, doorman) Mr. Bartsch Tel.: 3334
   Power connections, lighting Mr Heinzmann Tel.: 3322
   Mr Cleves Tel: 3324
   Mr Groß Tel.: 5004
   Water, sewage, heating, ventilation Mr. Jobst Tel.: 3311
   Mr Eschrich Tel.: 3327
   Mr. Wetterkamp Tel.: 3381
   Media equipment Mr. Thibud (ITMC) Tel.: 2733
   Telephone connection (conference telephone) Mr. Sander (ITMC) Tel.: 5014
2. An order of tables, partitions, chairs etc. is possible to a limited extent and must be discussed with Mr. Thorlümke (Tel.: 3325).

3. Up to 15 signs or signposts can be attached for the signage of the event. Blanks (without directional arrows) are to be handed in at the office of Mr. Thorlümke / Mr. Alberts 1 to 2 days before the start of the event. The blanks should be produced in DIN A3 landscape format.

4. Posters promoting an event can be handed in at the International Office. "Wild" billposting in the IBZ is prohibited. It is not allowed to put up posters and decorations on the walls in the IBZ rooms.

5. The attachment of banners to building facades or in outdoor areas is not permitted.

6. A flag can be added to the event in coordination with the property management.

7. A map and directions to the TU Dortmund University are available from Ms Wolf (ibz@tu-dortmund.de).

8. Special parking spaces are not available. However, there is sufficient parking space in the general university car parks. It is generally not possible to reserve parking spaces.

IV. Security measures

The regulations of the fire department as well as building and regulatory law must be observed. During film screenings, the safety regulations for slide shows must be observed. When using the foyer, the “Versammlungsstätten-Verordnung” (VStättVO) must be observed.

This means in particular:

1. All escape and rescue routes (doors, stairs and emergency exits) must always be kept clear. They must not be obstructed by fixed or loose fixtures or deposited materials.

2. No heating, cooking or warming appliances or appliances and equipment with naked flames may be set up in the foyer.

3. During an event, additional light sources must be installed in such a way that no fire hazards can arise.

4. Flammable packaging materials and transport containers must be stored in separate fire-resistant areas during an event. For this purpose, the university can provide the organizer with a temporary storage facility.

5. If decorations are used, they must be at least flame-retardant according to DIN 4102 (B1).

6. Portable electrical installations shall be so constructed that
   
   - they are not based on combustible materials
   - they are protected against mechanical damage
   - fuses are not repaired or bypassed in a makeshift manner and if the fuse is tripped repeatedly, the fault is rectified by a specialist
   - no objects are fixed or attached to the electrical cable
   - after the end of the event, the system is switched off and disconnected from the mains.
Emergency number (for personal injury and fire damage): 112
Or additionally at the control room of TU Dortmund University:
0231-755-3333