

**Use of rooms and/or outdoor 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. As a matter of principle, the premises are only made available for events that are compatible with the tasks of the university. In particular, the rooms of the IBZ are not provided for private events such as pure dance events, parties or other festivities.
2. The allocation of rooms applies only to the organizer's own events. The organizers are not entitled to sublet or transfer the use of the rooms in any other form to third parties. Any involved co-organizers must be indicated to the International Office in the application for the 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 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. In the case of failure to submit such proof, TU Dortmund University is entitled to refuse the use of the rooms.
7. As a rule, the use of rooms for party-political events is excluded. Party-political events are in particular those for the purpose of election campaigns, e.g. of candidates for European, Bundestag, state or local elections. In general, university rooms are not available for events organized by religious communities, groups or associations or for events that are wholly or partly religious in nature.
8. For special university events, an allowance of up to €25 per participating person and day is set for participation fees 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 organizers must take appropriate measures (ticket issuing/entrance controls etc.) to ensure that the maximum number of visitors (199 persons) is not exceeded.
10. The organizers are obliged to ensure that the event runs smoothly and to treat the provided equipment with care. They shall ensure compliance with the statutory provisions on their own responsibility. They are solely responsible for obtaining the official approvals and registrations required for the implementation of the event.

11. During an event, the organizers 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. If a special cleaning becomes necessary, the costs shall be charged to the organizers. The costs will be invoiced directly to the organizers by the cleaning company. 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 (a partial) shutdown of fire alarm systems is unavoidable for technical reasons, a fire security guard must be ordered by the organizer. The organizers 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 organizers must ensure that the registration and payment of the fees to the GEMA is made.
15. The organizers are liable to TU Dortmund University for all personal injury and property damage caused in connection with the event on university property and in university buildings. As a matter of principle, TU Dortmund University is not liable for damages incurred by the organizers. This does not apply to liability due to a breach of an essential contractual obligation and to liability due to damages resulting from injury to life, body or health, nor does it apply to damages resulting from an intentional or grossly negligent breach of duty on the part of TU Dortmund University, its legal representatives or vicarious agents. Material contractual obligations are those whose fulfillment is essential for the proper execution of the contract and on whose fulfillment the contractual partner may regularly rely. The organizers undertake to indemnify TU Dortmund University against all claims of third parties asserted in connection with the event.
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. Events must end no later than 10:00 pm.
19. 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 Corporate Center 6.
2. The cleaning of the used outdoor areas must be completed 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 Corporate Center Construction and Facility Management, Section 6.1, one week before the event at the latest.

### III. Equipment, signage, parking

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

Property management:	Mr. Bartsch, tel.: 3334
Cleaning:	Mr. Petridis, tel.: 5000
Gatekeeping / reception:	Mr. Kallweit, tel.: 3229
Domestic installations (heating, ventilation, sanitation):	Mr. Wetterkamp, tel.: 3381
Electrical installations (power connections, lighting):	Mr. Nies, tel.: 3385
Media Technology:	ITMC Service Desk, tel.: 2444

2. Ordering tables, partitions, chairs etc. is possible to a limited extent and must be coordinated with Mr. Thorlümke in advance (tel.: 3325).
3. Up to 15 signs or signposts can be attached to offer directions to the event. Preprints (without directional arrows) are to be handed in at the Master office (Mr. Thorlümke) 1 to 2 days before the start of the event. These preprints 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 inside 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 driving directions to TU Dortmund University are available from the IBZ team ([ibz@tu-dortmund.de](mailto:ibz@tu-dortmund.de)).
8. Special parking spaces are not available. However, there is sufficient parking space in the public car parks of the university. 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 movie screenings 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 installations or deposited materials.
2. No heating, cooking or warming appliances or appliances and equipment with open flames/fire 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 organizers with a temporary storage area.
5. If decorations are used, they must be at least flame-retardant according to DIN 4102 (B1).
6. Portable electrical installations shall be constructed in such a way 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, and
  - after the end of the event, the system is switched off and disconnected from the mains supply.

**Emergency number (for personal injury and fire damage): 112**

**Or additionally at the Control Center of TU Dortmund University: 0231-755-3333**