



How to book the LUK - it's that easy!

To ensure a smooth process, please follow the checklist:

- Fill out and submit the application form - 4 weeks before the event.
(https://www.asta.tuhh.de/dokumente/34/room_allocation_luk.pdf).
- Read Terms of Use in detail, by signing the application the terms are accepted.
([https://www.asta.tuhh.de/downloads/LuK - terms of use and LuK - Technical Terms of Use](https://www.asta.tuhh.de/downloads/LuK_-_terms_of_use_and_LuK_-_Technical_Terms_of_Use))
- Upon confirmation of booking, deposit and pay fee at the AStA secretary.
- For technical briefings, room and key handover, please make an appointment at infrastruktur@asta.tuhh.de (at least one week before the event). Please attach the booking confirmation.
- For larger events, prepare set-up and safety plan (LuK floor plan overleaf).
- Arrange date for the return and collection security deposit
- Notes:
 - In case of violation of the terms of use, 70 € are to be paid as sanction.
 - No events will be accepted in the lounge and multipurpose room during the **exam period**.

Lounge floor plan:

