

Letting of the Learning and Communication Centre (LuK)

§1 Definition

1. The LuK (Learning and Communication Centre) consists of:
 - (1) the multipurpose room on the ground floor,
 - (2) the lounge on the ground floor,
 - (3) the group learning rooms on the 1st floor,
 - (4) the kicker room on the ground floor,
 - (5) the kitchen on the ground floor (east wing),
 - (6) the café on the ground floor (east wing).

§2 Tenant

1. In general, students and TUHH staff can rent the LuK or parts of it.
2. External tenants can also be admitted and should have a connection to the university, i.e. a cultural or technical event and should have a connection to the TU or benefit for the TU, especially the students.
3. Only the lounge can be rented from external parties. Members of the TU may also be allowed to rent the multi-purpose room.
4. A tenant is considered external if the majority of the participating organizers are not members of the TU.
5. Every external tenant must be approved by the board of the AStA.

§3 Letting

1. In the case of overlapping booking enquiries, students are first entitled to the LuK rental, followed by the other TU members, then external tenants.
2. In the case of overlapping booking requests, all persons that are students, are required to find a solution together and if no solution is found by them, the AStA decides on the allocation of rooms by a simple majority.
3. The allocation of rooms for regular events in the café, in the kitchen and at the Kicker room are as follows:
 1. Before the beginning of each semester, student groups or students who are interested in booking the rooms regularly submit their desired times of use to the AStA.
 2. The AStA then organizes a meeting of all these groups, at which the groups are to reach a consensus on the allocation of rooms.
 3. If no consensus can be found, the AStA decides with a simple majority on the allocation of the rooms.
4. In the following the rooms can be booked for other events.
5. Booked events will only be overbooked with the express consent of the first tenant.
6. For the rental of the LuK the following classification is made and the following deposits and usage fees have to be paid to the AStA:
 - (1) Student event without admission fee for TUHH students

- (deposit: 100€, user fee 0€)
- (2) Student event with admission fee for TUHH students
(deposit: 100€, usage fee 50€)
- (3) Events of non-student members of TUHH
(deposit: 100€, usage fee 0€)
- (4) Congresses with participation fee
(deposit: 100€, usage fee 200€)
- (5) Congresses without participation fee
(deposit: 100€, usage fee 100€)
7. §4.11 of the Rules of Procedure of the AStA with regard to the obligation of the Executive Board applies.
8. Exceptions to this rule require a majority in an AStA meeting or a majority on the AStA board, exceptions are only possible if an impairment of the learning process can be neglected.
9. The group study rooms on the 1st floor cannot usually be rented.
10. The café is not rented from Monday 7 a.m. to Friday 7 p.m. for closed events and is not rented for commercial use.

§4 Classification of events

1. Student events are events in which over 80% of the participants are students of TUHH or whose organizer is an AG of the AStA, including groups such as Symphoning and Theater UniVerbal.
2. If an event cannot be classified, the AStA board can determine an allocation by a simple majority or propose a special regulation to be decided in the AStA meeting.
3. In special cases, deviations can also be agreed for events that can be clearly assigned, for which the resolution of an AStA meeting is required.

§5 Liability

1. Each tenant must appoint a responsible person, who is liable for the tenant in case of doubt.
2. Every tenant is basically liable for all damages in the LuK which occur during the rental period and must ensure that the gatekeepers / night watchmen are informed after the end of the event and that the rooms are closed if necessary.
3. The deposit can also be withheld in case of soiling, but if a cleaning commissioned by the AStA exceeds the amount of the deposit, the organiser must bear all additional costs.
4. The organizer can also be held liable for damage to the event equipment even if he has not explicitly rented the equipment.
5. If the AStA decides to withhold the deposit or parts thereof, it is obliged to provide the organizer with the reasons in writing within 48 hours.

§6 Handover / Takeover

1. The first inspection takes place on the working day before the beginning of the rental period, the second on the working day after the end of the rental period.

2. Before the beginning of the rental period, the tenant must receive a copy of these usage guidelines in addition to the handover protocol and agree with his signature.
3. For groups that use the premises permanently, a handover is necessary at the beginning and at the end of the permanent use, not for serial events; in addition a briefing takes place with a corresponding protocol; on request of the user group, a new briefing must take place promptly; in addition a one-time deposit must be paid; in accordance with §3.3. Permanent users must put the premises into a handoverable condition at the end of the serial events; in the event of multiple violations of this regulation, the right of use may be revoked, taking into account the proportionality of the measure.
4. If no handover takes place, the event is not approved, but if the event is still carried out, an additional fee of 70,- € will be charged and the AStA will decide whether to withhold the deposit paid.

§7 Rental Object

1. When renting the lounge, the lounge furniture is part of the rental object
2. The event equipment must be rented separately, subject to special regulations.
3. When renting the kicker room, the kicker furniture is part of the rental object.
4. When renting the café, the café furniture is part of the rented object according to the inventory list.

§8 General provisions

1. In addition to the regulations listed here, all
 - (1) statutory regulations (e.g. ordinance on places of assembly)
 - (2) internal regulations (e.g. smoking ban)
 - (3) fire protection regulations (e.g. keeping escape routes free)
 - (4) other regulationsViolations can be punished, for example, by withholding the deposit.
2. For events with more than 200 persons, security must be provided by the organizer.
3. All objects must be handled with care.
4. Due to the noise protection conditions, each organizer is obliged to keep the doors of the lounge and café closed after 10 p.m. Furthermore, the organizer must ensure that there are no event participants between Building A and Building C/D from 10 p.m. This applies in particular to smoking guests.
5. For events during the week it is not allowed to grill before 6 p. m. and the music should not exceed room volume.
6. The organizer agrees that his contact data together with the other event data (e.g. date, time, type of event) will be passed on to the guards or doorman of the TU and, if applicable, to the police.
7. Should individual provisions of these conditions be invalid or unenforceable or become invalid or unenforceable, this shall not affect the validity of the remaining provisions.
8. The law for the protection of minors is displayed in the area of the counter.
9. The tenant is free to decorate the room for his own purposes, but care must be taken to ensure that larger materials at least comply with fire protection class B1.
10. It is not permitted to attach decorations to the holders of technical equipment.

11. For events with more than 200 persons, the six sofas from the lounge must be temporarily accommodated in another room or positioned at the walls for use.
12. It is not permitted to use adhesive strips or fabric tape or any other type of adhesive material on walls or floors or windows.

Name: _____

Date : _____

I have taken full note of all the conditions:

(Signature)