

## Booking LuK - It's that simple



To ensure a smooth process, please follow the checklist and notes:

- Fill out and submit booking form - 4 weeks before the event. You find all forms and documents on <https://www.asta.tuhh.de/en/rooms/learning-and-communication-center/>
- Please read in detail the Terms of Use and accept it with signature on the application.
- After receiving the confirmation of the reservation, bring deposit to the AStA Secretariat. If a fee is due, please transfer it as noted on the application form.
- For technical briefings, room and key handover, please make an appointment at **infrastruktur@asta.tuhh.de** (at least two weeks before the event). Please attach the booking confirmation.
- For larger events, prepare set-up and security plan (LuK floor plan), discuss with Mr. Robbert if necessary, and book security personnel.
- Make appointment for return and get back deposit.

## Notes:

- An event approval (from the Chancellor or Mr. Robbert) ≠ booking confirmation from AStA.

Note: two forms = two confirmations.

- In case of violation of the terms of use 70 € are to be paid as sanction.

- In principle, no events will be accepted in the lounge or multipurpose room that take place during the exam period.

Grundriss Lounge:

