

Reservation Request for Student Clubs

send to veranstaltungen.za4@xzv.tum.de

Requirements and important information

To be able to book rooms at TUM, you must submit a self-declaration to studentclubs@tum.de once a year. Information on the room booking process can be found in the [TUM Student Club Wiki](#).

1. Name of the Student Club:

2. Date and time of the event, if applicable, frequency:

3. Event title:

4. Event details – review of the event criteria

Room fees include rental and utilities, which may be waived for Student Clubs under certain conditions.

- ☐ The club acts as the main organiser, making key decisions on content and organisation and taking overall responsibility for the planning, implementation and follow-up of the event.
- ☐ TUM students are significantly involved in the organization and realisation of the event, and TUM students attend the event as members and/or guests.
- ☐ The event is for a charitable, scientific, educational, social or cultural purpose, or for the organisation, planning and development of club activities. The event is not purely recreational.
- ☐ The event and all additional supporting programs, that take place on TUM premises, are accessible free of charge. It is a non-profit event.
- ☐ The event is not to recruit or place students with companies (e.g., company presentations).
- ☐ The event will not be used to promote commercial interests, to promote or sell products or services or to promote the image of external organisations.
- ☐ The event does not convey religious or political content or national interests.
- ☐ There are no suitable rooms available for the planned event from TUM Chairs or Schools, sponsors or StudiTUM.

By signing below, I confirm that I have read and understood [the Rules for the Allocation of Rooms \(...\) as amended on 28 June 2022](#) and that the request has been completed truthfully.

Date, name and signature of the student club representative

Contact for room bookings

ZA4 – Real Estate Management
Floor-space Management

Monika Wagner
External Rental
veranstaltungen.za4@xzv.tum.de

Contact for questions

Center for Study and Teaching
Communications

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