

## Reservation Request for Student Clubs

send to [veranstaltungen.za4@xzv.tum.de](mailto: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](mailto: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.
- There are no admission or participation fees. 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](mailto:veranstaltungen.za4@xzv.tum.de)

#### Contact for questions

Center for Study and Teaching  
Communications

Anne Hüttenrauch  
Community & Student Engagement Manager  
[studentclubs@tum.de](mailto:studentclubs@tum.de)