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Application to use university facilities
(according to the Administrative Circular "Permitting members and staff of the Otto von Guericke University Magdeburg as well as third parties to use university facilities" ("Überlassung von Einrichtungen an Mitglieder und Angehörige der Otto-von-Guericke-Universität Magdeburg sowie Dritte") published in the Public Announcements of the University, Part 2, Section 6.8)

Note: This application will only be processed if it has been filled in completely and is received at

least two weeks¹ befo	ore the requested a	late of use.	
Organizer Name and address of	the organizer:		
	npany (legal form) or surna	ıme, first name and address (zi	p code, city, street)/cell phone number/e-mail
Person responsible organizer:	for organizing th	e event Director of	the event, if different from the
Name, first name		Cell phone number	E-mail (members including students and staff, specify OVGU address)
Member		Student	Third party
Faculty/	structural unit	Enrolment r	number
Topic/title of the ev	ent/participants:		
Number of expected Requested room/op	en space: (if both, p	please specify)	
☐ Building:			
Open space:			
Event time (incl. prepa	ration and tidying up ti	ime)	
several days	\square monthly	☐ weekly	odd week even week
Date from:	to:	Weekday(s):	
Time from:	to:		Seminar room/lecture hall
Single date on:	Time fr	om: until:	

¹ For events requiring official permits, at the latest six weeks

Single date on:	Single date on:	Time from:	until:	
The organizer confirms the following agreements concerning other equipment: Utilities (electricity, water) Electricity; gewerk-elektro@ovgu.de; Water: gaertnerei@ovgu.de Agreement concerning barriers with the Information and Security Service isd@ovgu.de Other arrangements Sqm	Single date on:	Time from:	until:	·
Utilities (electricity, water) Electricity: gewerk-elektro#ovgu.de: Water: gaertnerei#ovgu.de Agreement concerning barriers with the Information and Security Service Other arrangements Other arrangements No Area size for exhibitions/information stands: sqm The event is a: (please mark with a cross) Symposium, seminar or event within the remit of the university Cultural event Student event Student event Other event (please specify) There will be (please in the amount of EUR a contribution to expenses in the amount of EUR a conference fee in the amount of EUR no fees The organizer confirms the following points by marking the box(es) with a cross and by signing. Rental agreements made with third parties (external organizers) shall take precedence over the following agreements (if different). All regulations/obligations of the Administrative Circular "Permitting members and staff of the Otto von Guericke University Magdeburg as well as third parties to use university facilities" (Überlassung von Einrichtungen an Mitglieder und Angehörige der Otto-von-Guericke-Universität Magdeburg sowie Dritte) apply, in particular the terms of use according to Section 4 (e.g. building and fire protection regulations). The organizer undertakes to reimburse the university for any additional costs or expenses incurred as a result of the organization of the event or non-compliance with the regulations contained in the Administrative Circular referred to above. This applies in particular to any additional cleaning work and repairs that may become necessary due to damage caused by negligence. After barbecues, the remaining charcoal must be doused with water and properly disposed of (not on green areas and not in plastic containers).	Single date on:	Time from:	until:	
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There will be (please mark with a cross) an entrance fee in the amount of	Other event (please specify)			
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