

Room Allocation Fee Regulations at RWTH Aachen University

Dated August 4, 2015

Please note that the English version of this guideline is purely for your convenience and is not legally binding. Only the German version is legally binding.

Based on § 3 of the Room Allocation Regulations of RWTH Aachen University in the second revised version of these regulations dated June 12, 2013, published as a complete version (Official Announcement no. 2013/052, p. 1-6), the following Room Allocation Fee Regulations are issued:

The operating costs incurred for the use of rooms and areas of RWTH shall be compensated by lump sums. In addition to the lump sums, RWTH receives reimbursement for additional expenses incurred, such as special cleaning, waste removal, and the like.

1 Rooms and Packages

1.1 Room Group 1		
1010 131	AachenMünchener Hall (Aula)	300 €/h 2,100 €/d
1420 210	Large lecture hall AM	
1820 201	Fo 1	

1.2 Room Group 2		
1040 637	Ford Hall	100 €/h 700 €/d
1040 639	Generali Hall	
1420 001	Gr	
1420 002	Ro	
1515 001	TEMP1	
1515 002	TEMP2	
1820 202	§ 2	
2315 101	PPS H1	
2352 021	Aula 2	
2356 050	AH V	
2060 008	Fireplace room	
2060 9-11	Parquet room	

1.3 Room Group 3		
1010 101	I	60 €/h 420 €/d
1010 201	II	
1072 001	Couven Hall	
1090 321	Eph	
1095 101	GRS101	
1132 101	HKW 1	
1132 301	HKW 2	
1390 218	H 218	
1820 203	Fo 3	
1820 207	Fo 4	
1820 208	Fo 5	
2090 120	FT	
2131 101	BS I	
2131 102	BS II	
2315 001	PPS H2	
2350 009	AH I	
2350 111	II.	
2350 314.1	AH III	
2354 030	AH IV	
4731 101	A4C-1	
4731 102	A4C-2	

1.4 Room Group 4		
1010 107	III	40 €/h 280 €/d
1010 141	IV	
1010 213	V	
1040 129	1.29	
1040 130	1.30	
1040 429	4.29	
1040 430	4.30	
1040 531	5.31	
1040 532	5.32 AM	
1095 001	GRS001	
1140 114	Be 114	
1140 211	Be 211	
1140 411	Be 411	
1230 001	WK	
1270 109	EA	
1400 222	H 222	
1440 114	F60	
1820 204	Fo 8	
1820 205	Fo 7	
2060 117	Club Room	
1820 206	Fo 6	
2356 051	AH VI	
2356 052	5052	
3010 102	C102	
3010 301	C301	
3011 037	B037	
3011 057	B057	
3011 201	B201	
3020 03.1	Se 1	
4731 103	A4C-3	
4731 104	A4C-4	
4731 105	A4C-5	
5381 U103	38 A2	
6010 216	IFP-1	

1.5 Room Group 5		
1050 U104	AS	35 €/h 245 €/d
1070 113	Phil	
1080 005	R 5	
1080 140	R 140	
1080 220	R 220	
1090 301	E1	
1090 334	kl Phys	
1095 102	GRS102	
1100 U101	VT	
1140 225	Be 225	
1220 310	MS	
1250 243	E2	
1300 408	TD	
1320 301	Lu	

1401 201	§ 201
1400 212	§ 212
1420 201	Z6
1420 201.3	Z7
1420 301	Z1
1420 302	Z2
1420 303	Z3
1420 304	Z4
1580 001	SE 001
1580 002	SE 002
1580 003	SE 003
1580 101	SE 101
1580 102	SE 102
1580 103	SE 103
1580 108	SE 108
1580 209	SE 209
1665 001	ST 1
1665 002	ST 2
1665 003	ST 3
1665 004	ST 4
1665 005	ST 5
1665 006	ST 6
1665 007	ST 7
1665 008	ST 8
1821 001	Sfo 1
1821 002	Sfo 2
1821 003	Sfo 3
1821 004	Sfo 4
1821 009	Sfo 9
1821 010	Sfo 10
1821 011	Sfo 11
1821 014	Sfo 14
1830 001	001
1830 004	004
2110 112	HSC
2130 218	BS 218
2130 312	BS 312
2181 P11	Met P 11
2280 011	CN1
2280 012	CN2
3010 135	C135
3010 334	C334
3011 041	B041
3011 044	B044
3011 056	B056
3020 03.3	Se 3
3990 004	RS 4
3990 005	RS 5
4122 015	MN15
4122 016	MN16
6010 216.1	IFP-2
6120 016	RH16

1.6 Room Group 6		
1240 257	BF	30 €/h 210 €/d
1541 209	Fk 9	
1810 012	SG 12	
1810 013	SG 13	
1810 023	SG 23	
1810 202	SG 202	
1810 203	SG 203	
1810 413	SG 413	
1810 422	SG 422	
1810 512	SG 512	
1810 513	SG 513	
2356 054	5054	
2356 055	5055	
2356 056	5056	
3990 003	RS 3	
3990 103	RS 103	
3990 105	RS 105	
3990 106	RS 106	
3990 107	RS 107	
3990 108	RS 108	

2 Traffic Areas in Buildings

2.1	Exhibition space	25 €/d per m² min. 100 €/d
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3 Outdoor Surfaces / Banner Surfaces

3.1	Exhibition space for information stands, etc.	25 €/d per m² min. 150 €/d
3.2	Exhibition space for vehicles	250 € (1st day) 150 € (following days)
3.3	Banner presentation	250 € for the first 2 weeks (minimum) 180 € for each additional 2 weeks

4 Special Cases

4.1	Exceeding the booked time of use for events until 10pm per hour or part thereof	€ 30
4.2	Exceeding the booked time of use for events until 12 midnight per hour or part thereof	€ 40
4.3	Exceeding the booked time of use for events from 12 midnight per hour or part thereof	€ 50

Time exceeded shall be documented by the facility manager(s) and countersigned by the event organizer(s)

A usage fee is not charged for:

- Events in accordance with § 4 Para. 1 No. 1 - 3 Room Allocation Regulations
- Events in accordance with § 4 Para. 1 No. 4 - 6 Room Allocation Regulations, insofar as they take place during regular operating hours and no fees are charged by the organizer.

A usage fee in the amount of 50% is charged for:

- Events in accordance with § 4 Para. 1 No. 4 - 6 Room Allocation Regulations, if they take place outside normal operating hours
- Events in accordance with § 4 Para. 3 of the Room Allocation Regulations

The Rectorate may, upon request, waive the charging of a fee in whole or in part.

The rooms

- 1010|131 (AachenMünchener Hall (Aula)),
- 2352|021 (Hall 2),
- 1040|637 (Ford Hall),
- 1040|639 (Generali Hall),
- 1072|001 (Couven Hall),
- 4731|101 (A4C-1),
- 4731|102 (A4C-2),
- 4731|103 (A4C-3),
- 4731|104 (A4C-4),
- 4731|105 (A4C-5) and
- 6120|016 (RH16)

are considered event spaces depending on the type of event;

the rooms

- 1040|129 (1.29),
- 1040|130 (1.30),
- 1040|429 (4.29),
- 1040|430 (4.30),
- 1040|531 (5.31),
- 1040|532 (5.32),
- 1095|101 (GRS101),
- 1995|102 (GRS102),
- 2060|008 (Fireplace room),
- 2060|9-11 (Club room) as well as
- 2060|117 (Parquet room)

are considered conference rooms.

All rooms otherwise listed under point 1 are generally considered to be lecture halls or seminar rooms.

Smoking is strictly prohibited in all University premises.

Subject to possible marketing by suitable contractors, Dept. 10.5 is responsible for awarding the contract.

The individual agreement regulates:

- ❑ The use of the local cinema halls rented under framework agreement
 - 1990|001 (Apollo Cinema Hall 1),
 - 6072|001 (Cinema 1),
 - 6072|002 (Cinema 2),
 - 6072|004 (Cinema 4),
 - 6072|008 (Cinema 8) and
 - 6072|009 (Cinema 9).
- ❑ The use of parking areas of the University for events of third parties according to
 - the Service Agreement on the Introduction of a Job Ticket for Employees of RWTH Aachen University and on the Introduction of Parking Management at RWTH Aachen University in conjunction with the Procedural Regulations and the Parking Lot Regulations of RWTH Aachen University in their respectively valid versions.

These Room Allocation Fee Regulations replace those issued on June 17, 2013 and come into force as an Official Announcement of RWTH on the day following their publication.

Issued on the basis of the decision of the Chancellor of RWTH dated July 16, 2015.

On behalf of the Rector
The Chancellor
of RWTH
Aachen University

Aachen,
dated

August 4, 2015

sgd. Nettekoven

Manfred Nettekoven