

Guidelines on the allocation of rooms and spaces and the charging of usage fees for events at Rhine-Waal University of Applied Sciences dated 28.12.2025

Section 1 Legal status and responsibilities of Rhine-Waal University of Applied Sciences

(1) Rhine-Waal University of Applied Sciences is a public corporation pursuant to § 2 (1) sentence 1 of the Law on Universities of the State of North Rhine-Westphalia (Hochschulgesetz, HG) in the version dated September 16, 2014 (GV. NRW. p. 547), last amended by the law dated December 19, 2024 (GV. NRW. p. 1222), which came into force on January 1, 2025, is a public-law corporation.

(2) Events that serve to fulfill the tasks of Rhine-Waal University of Applied Sciences in accordance with § 3 HG take precedence over events with other objectives.

Section 2 Transfer

(1) The facilities of Rhine-Waal University of Applied Sciences may be made available to applicants for the purpose of holding appropriate events, either for a fee or free of charge, subject to compliance with Section 1 (2).

(2) There is no legal entitlement to the use of facilities.

(3) In particular, the use of facilities shall not be considered if

- the event is contrary to the fulfilment of the tasks specified in Section 1 (2) or a threat to safety and order at Rhine-Waal University of Applied Sciences cannot be ruled out;
- the events or their topics constitute a criminal offence or incite criminal acts (e.g. insult, defamation, incitement to damage property, etc.);
- other types of legal violations or violations of these guidelines are to be feared;
- Rhine-Waal University of Applied Sciences is unable to provide the personnel required for an event or to meet the technical requirements of the building;
- the requested facilities are not available for organisational reasons;
- mandatory safety regulations prevent the event from taking place;
- it is to be expected that university facilities will be damaged during the event;
- it is to be expected that unauthorised advertising within the meaning of Section 11 will take place during the event.

(4) For reasons of the university's political neutrality, events organised by political parties and their subgroups or affiliated organisations are generally not permitted on university premises. Events relating to university politics are exempt from this rule.

Election candidates are not permitted to visit the university during the three months prior to a state, federal or European election.

All activities conducted within the room must align with University policies, including, but not limited to, the screening, display, or distribution of political or otherwise restricted content without prior authorization.

(5) The application for use (Appendix 1) must contain at least the following information:

- the event management and the persons personally responsible,
- the topic of the event,
- a brief description of the content of the event,
- the desired facilities (premises and/or areas), the date with precise details of the period of use, including preparation and follow-up time,
- the expected maximum number of participants,
- in the case of rooms for practical teaching and research (laboratories), the approval of the dean and the person responsible for the laboratory, as well as the name of a person in accordance with Section 6 DGUV Regulation 1 in the case of transfer to external organisers.

Catering services are not provided by Rhine-Waal University of Applied Sciences.

The use of media and IT equipment is free of charge, provided that use is limited to projectors and loudspeaker systems. Any additional media and IT equipment must be organised independently by the event management.

(6) The application must be submitted to the Chancellor via the Building Management Department at least four weeks before the planned date. Late or incomplete applications may be rejected.

(7) The Registrar shall decide on applications for the use of facilities.

(8) If the event does not take place, the event management is obliged to inform the Building Management Department of Rhine-Waal University of Applied Sciences immediately.

Section 3 Termination

(1) Rhine-Waal University of Applied Sciences may terminate the agreement for good cause. Good cause shall be deemed to exist in particular if

- false information was provided in the application pursuant to Section 2 (5),
- Rhein-Rhine University of Applied Sciences becomes aware of circumstances pursuant to Section 2 (3) concerning the person responsible for managing the event or the nature of the event which have not been disclosed to the university,

- the person responsible for managing the event fails to meet the agreed payment deadlines,
- the prohibition on transferring use to third parties pursuant to Section 5 is violated.

(2) In the event of termination by Rhine-Waal University of Applied Sciences, the event organiser shall be refunded the usage fee paid; any costs already incurred by the university shall be offset. Further claims by the event organiser, in particular claims for damages, are excluded.

Section 4 Security deposit

Rhine-Waal University of Applied Sciences may require the event organiser to pay a reasonable security deposit. When granting permission to use the facilities, the university shall specify the deadline by which the security deposit must be paid. Approval shall only be granted on condition that the security deposit is paid within the specified period. The security deposit may be used to compensate for any damage incurred in connection with the event by the State of North Rhine-Westphalia, the Building and Real Estate Management Authority of North Rhine-Westphalia (BLB NRW) or Rhine-Waal University of Applied Sciences.

Section 5 Exclusion of transfer of use to third parties

University facilities may only be used for events organised by the applicant. Transfer of use to third parties is not permitted. Any violation of this provision entitles Rhine-Waal University of Applied Sciences to terminate the transfer of use.

Section 6 Usage fees and management costs

(1) Usage fees and management costs shall be charged for the use of facilities at Rhine-Waal University of Applied Sciences in accordance with Appendix 2. The usage fees shall be reviewed regularly and adjusted to reflect any changes in costs. In addition, the event management is obliged to pay a flat-rate cleaning fee of €35.00 plus VAT. This flat rate covers the costs of cleaning the event rooms and areas after the end of the event. If the cleaning exceeds the normal effort due to exceptional soiling or damage, the university reserves the right to claim further costs.

(2) If the facilities provided are not used or if the event is cancelled less than 72 hours in advance, the applicant shall be liable to pay the usage fee charged as a daily rate in accordance with Appendix 2. No usage fee shall be charged for cancellations up to 72 hours before the event. Any payments already made shall be refunded to the applicant.

(3) The usage fee and management costs pursuant to paragraph 1 shall be payable for the entire period of use. Where applicable, the set-up and dismantling times for the media technology facilities used shall be taken into account. If the agreed period of use is exceeded, an additional charge will be made. In addition, the management costs and the flat-rate cleaning costs shall also be incurred if the use of the facilities was provided free of charge.

(4) If facilities that have not been made available are used without authorisation, the usage fee and the management costs shall be increased by the applicable rates.

Section 7 Type of event

(1) Events are classified according to type as follows:

1. Events of a non-commercial nature involving members of the university.
2. External events of a non-commercial nature in which the university has a distinct interest due to its responsibilities under Section 3 HG and for which, therefore, no fee should be charged for overriding reasons. A detailed explanation of the type/topic and content of the event is required in the application for review.
3. External events.

(2) For the events mentioned in paragraph 1, the following fees shall be charged in accordance with Section 6:

- According to clauses 1 and 2: No usage fees. Only the management costs and the flat-rate cleaning costs will be invoiced. However, if a retroactive tax liability arises, the university reserves the right to claim additional tax.
- According to clause 3: Usage fee, management costs and flat-rate cleaning costs.

(3) The full usage fee may be waived if the use is by an institution recognised as non-profit. Only the management costs and the flat-rate cleaning fee will be invoiced. The university reserves the right to charge lower usage fees in justified cases. Similarly, in justified individual cases, the usage, management and cleaning fees may be waived entirely. The respective reasons for such a decision shall be documented individually in a note prepared for this purpose. However, if a retroactive tax liability arises, the university reserves the right to make a corresponding additional claim.

Section 8 Due date for usage fees, management costs and security deposits

(1) The event management must acknowledge the validity of these room allocation guidelines in writing. The application signed by the event management must be submitted to the Building Management Department at least four weeks before the start of the event. The event management will receive written notification of the allocation of rooms and the amount of the fee to be paid (usage fee, management costs, flat-rate cleaning costs, security deposit, if applicable, etc.). Proof of payment of the required fees must be submitted to the Building Management Department of Rhine-Waal University of Applied Sciences at least 3 working days before the start of the event. This is a preclusive period.

(2) The fees charged must be paid into the Rhein-Rhine University of Applied Sciences account specified in the written notification of the provision of premises, quoting the relevant reference.

Section 9 Terms of Use

(1) Event management, event management representatives and guests must follow the instructions of the building staff. Training in the use of media and IT equipment will be provided by the IT department in good time before the event, by appointment during normal working hours.

(2) The event management undertakes to ensure that the event runs smoothly and shall provide a sufficient number of supervisors for this purpose. It must be ensured that the contact person designated for the event can be reached throughout the entire event. The event management is responsible for ensuring, through appropriate measures (ticket distribution, etc.), that the maximum number of visitors prescribed by building regulations, as specified in Appendix 3, is not exceeded. If the maximum number of visitors is exceeded, the event management must carry out a risk assessment at its own expense.

(3) The premises, inventory and media and IT equipment and devices shall be provided in proper condition, which the event management must verify upon handover. Careful treatment of the rooms, inventory and media and IT equipment and devices must be ensured. After the event has ended, the rooms and media and IT equipment and devices provided must be returned to the university and any damage must be reported.

(4) Any consumables that may be present in the rooms provided may not be used.

(5) The event management and guests may only use the rooms provided and the necessary ancillary facilities (foyer, toilets, etc.).

(6) Unless otherwise agreed, technical equipment and facilities, particularly in the lecture halls (lighting, blackout facilities, etc.), may only be operated by the staff of Rhine-Waal University of Applied Sciences. Own equipment may only be used in exceptional cases and with special permission. If equipment may be brought in by the event management for musical performances, it must comply with the recognised rules of technology and occupational health and safety and accident prevention regulations (e.g. DIN/VDE regulations). If copyright-protected works are used, the event management must obtain permission from GEMA.

(7) Built-in seating may not be moved, and other furnishings may only be moved with the consent of the university administration (Building Management Department) and must be returned to their proper condition after the event.

(8) Fire safety, building regulations and legal provisions must be observed. It is prohibited to:

- block or obstruct corridors, emergency exits, fire extinguishing equipment and fire alarms,
- bring animals into the rooms,

- make structural changes, hammer in nails, use adhesive tape on the floor and walls, or put up posters and similar items without the permission of the Building Management Department.
- Make structural changes, hammer in nails, use adhesive tape on the floor and walls, or put up posters and similar items without permission from the Building Management Department.

If you use your own decorations, they must be flame-retardant in accordance with DIN 4102. The necessary certifications must be kept ready and presented to the building staff on request. Decorations and structures of any kind must be removed immediately after the event. Rhine-Waal University reserves the right to remove any items left in the rooms by the event management at their expense and, if necessary, to have them stored.

- Smoking is not permitted inside the buildings.

(9) Unless otherwise agreed, the sale of goods and the offering and consumption of food and beverages brought onto the premises is not permitted. If permission is granted within the meaning of sentence 1, the event management must obtain the permits required by law or regulation (e.g. permit for the sale of food and beverages in accordance with the Restaurant Act, etc.) and submit them to the university administration (Facilities Management Department).

(10) Events must end in good time so that the rooms, inventory and media and IT equipment and devices are cleared and returned at the end of the period of use.

Section 10 Liability

(1) The event management is liable for all personal injury and property damage culpably caused by them, their agents, guests or other third parties in connection with the event, including its preparation and subsequent execution on the premises and in the buildings.

(2) Neither the State of North Rhine-Westphalia nor the Bau- und Liegenschaftsbetrieb NRW (BLB), the owner of the buildings, nor Rhine-Waal University of Applied Sciences shall be liable for any damage that may arise from the use of the premises, the inventory, the media and IT equipment and devices, and the access points during use, unless the damage is attributable to intentional or grossly negligent behaviour on the part of the university or its employees.

(3) The event management undertakes to indemnify the State of North Rhine-Westphalia, the BLB and Rhine-Waal University of Applied Sciences against all claims by third parties asserted in connection with its event.

(4) The State of North Rhine-Westphalia, the BLB and Rhine-Waal University of Applied Sciences are not liable for lost or damaged items or clothing.

(5) The State of North Rhine-Westphalia, the BLB and Rhine-Waal University of Applied Sciences are not liable for the failure of facilities, operational disruptions or other events that impair the events or prevent them from taking place.

Section 11 Information and advertising stands

Information and advertising stands can be applied for via the separate process 'Sponsorship/Presentation at Rhine-Waal University of Applied Sciences'.

Section 12 Domestic authority

(1) The domestic authority of the President pursuant to Section 18 (1) HG remains unaffected.

(2) Representatives of the university and their agents shall be granted access at all times.

(3) The President shall exercise domiciliary rights on the premises and on the university grounds. In the event of gross and repeated violations of these statutes, the President shall be entitled to exclude individual persons from the event and to expel them from the premises or, in special cases, to prohibit the further holding of the event on the day of use.

(4) In the absence of the President, the Chancellor shall exercise domiciliary rights. Furthermore, the persons named in Section 2 (3) of the Guidelines for the Exercise of Domiciliary Rights at Rhine-Waal University (House Rules) are permanently responsible for compliance with and monitoring of domiciliary rights.

Section 13 Sustainability

(1) The event management undertakes to observe the principles of sustainability and environmental awareness throughout the entire event. This includes, in particular, avoiding single-use plastics, using environmentally friendly materials and minimising waste.

(2) When planning and holding the event, care should be taken to use energy and water as sparingly as possible. Events should be paperless wherever possible by using digital information and advertising materials.

(3) Rhine-Waal University of Applied Sciences promotes sustainable mobility concepts. Event organisers are encouraged to communicate environmentally friendly travel options to participants and, where possible, to support shuttle or carpooling solutions.

(4) Events that place particular emphasis on sustainability and can demonstrate measures to reduce their ecological footprint may be eligible for a reduction in the usage fee upon application. The application for this must be submitted together with the transfer application in accordance with Section 2 (6) and requires a detailed description of the planned measures.