



Single date on: \_\_\_\_\_ Time from: \_\_\_\_\_ until: \_\_\_\_\_  
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**The organizer confirms the following agreements concerning other equipment:**

- Utilities (electricity, water) \_\_\_\_\_  
 Electricity: gewerk-elektro@ovgu.de; Water: gaertnerrei@ovgu.de
- Agreement concerning barriers with the Information and Security Service \_\_\_\_\_  
 isd@ovgu.de
- Other arrangements \_\_\_\_\_

Music  Yes  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
- Other event (please specify)

\_\_\_\_\_  
 (Use additional sheet if necessary)

**There will be**

(please mark with a cross)

- an entrance fee 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).

\_\_\_\_\_  
 Place, date

\_\_\_\_\_  
 Organizer