

## **Occupancy guidelines for the meeting room of the *International House***

### **1. Use entitlement**

The *International House* is a guest house and international meeting place of the University available to international guests as a temporary home. A professional service appropriate to their needs is intended to make their stay at the University as pleasant as possible.

Accordingly, the meeting room is principally a place where international guests can communicate and socialize with German and international partners at representative University functions, especially those of the University Präsidium (executive committee). The meeting room is, therefore, available not just for seminars, colloquia or similar events.

Those entitled to use it are:

- the Präsidium of the University of Kassel (UNIK)
- das Studierendenwerk (student union) Kassel
- other institutions closely associated with the University, especially the KHB, the Ost-West-Zentrum (East-West Centre), the ISET
- the faculties and institutions of UNIK for special occasions with an international dimension. The Studierendenwerk has to be informed in advance of the nature of the event.

### **2. Procedure**

Administration of the meeting room is the responsibility of the “Studentisches Wohnen” (student accommodation) of the Studierendenwerk Kassel. The following conditions must be observed:

- Applications to use the room are to be made, at least three working days before the use requested, to Ms Kirsten Fromm, tel. 2597.
- Also, at least three working days before the planned use the following arrangements must be made with Ms Fromm:
  - appointed time to pick up the key on the spot
  - appointed time to return the room after use
  - provision of tables and chairs.
- Provision of drinks and snacks is agreed with the management of the cafeteria Mönchebergstr. 11, Mr Karsten Menz, tel. 3406, also three working days at least before use. The catering service is the exclusive responsibility of Mr Menz.
- In matters of technical equipment and, where available, provision of utensils and implements by the Studierendenwerk, the user will please apply, at least three working days before use, to the Studierendenwerk. Equipment that the Studierendenwerk is unable to provide has to be borrowed, if necessary, from the Medienwerkstatt (media workshop) of UNIK.
- Room cleaning and possible necessary repairs are the responsibility of the Studierendenwerk.

### **Duties of the user**

- Clear away used crockery, wipe tables, return utensils and other objects used to the original place
- Leave the room in a clean condition
- On the basis of a written agreement at the transfer of the room the user acknowledges the orderly condition of the room. According to this agreement, the user is liable for any damage he or she causes.

### **General remarks**

The total number of participants in an event is limited to 40 guests. In individual cases, depending on the type of event, this number may be exceeded.

The award of the room is made strictly on the priority principle, depending on receipt of the request.

There is no claim to the provision of the meeting room or the services offered.