

## Checklist for room usage on the Kulmbach campus by student initiatives

### 1. Preparing the application:

- a. Registration of the student initiative is a prerequisite for the use of rooms on the Kulmbach campus. [www.Studierendenparlament.uni-bayreuth.de/Initiativen](http://www.Studierendenparlament.uni-bayreuth.de/Initiativen)
- b. Preparation of a two-page concept with justification for the intended use of the room and an explanation of how the initiative's content relates to the concept of the Faculty of Life Sciences
- c. Naming a responsible contact person who will also receive locking authorization.

2. **Submission of the application by the deadline:** The application or concept must be submitted at least 10 days before the third faculty council meeting of the semester in order to be considered for the following semester. Applications must be submitted in writing to the Dean's Office – e-mail: [fakultaet.leg@uni-bayreuth.de](mailto:fakultaet.leg@uni-bayreuth.de)
3. **Review of the application:** The Faculty Council reviews the application and decides on approval for the following semester. If the decision is positive, the application is approved by the Dean; the initiative receives a letter of approval including the terms of use. If the application is rejected, the initiative is informed.
4. **Use of the room:** After receiving approval, the initiative may use the room during the specified period. The responsible contact person will receive the key. The room may only be used for the purpose specified in the application.
5. **Extension of use:** If the initiative wishes to continue using the room after the end of the semester, a report must be submitted to the dean explaining the activities carried out to date. The dean decides on the extension.
6. **Returning the room:** After the approved period of use has expired, the room must be returned to the faculty. To arrange for the return, please contact caretaker Sebastian Walter at [service-kulmbach@uni-bayreuth.de](mailto:service-kulmbach@uni-bayreuth.de)