



Room and Multimedia Scheduling Office
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**Form for Approving Events in University Rooms
or Open Spaces of the University of Bremen,
Bibliothekstr. – 28359 Bremen**

Please note that approval of both the event as well as the use of university space and facilities is subject to complete and truthful answers to the following questions and to the conditions specified in the “University of Bremen’s Guidelines on the Use of University Rooms and Open Spaces.”

The university reserves the right to make the approval subject to proof of adequate insurance cover according to the size and nature of the event.

In the event of incomplete and / or incorrect information, the university reserves the right to withdraw the approval, to cancel the event – if necessary at short notice – and to consider further steps.

Name of organizer:

Street:

Postal Code:

City:

Mobile number:

(contact number of the
organizer during the event)

Email:

With my signature, I confirm that I am aware of the “University of Bremen’s Guidelines on the Use of University Rooms and Open Spaces” and that the conditions of use stated there will be observed.

I also confirm

- that I will comply with all relevant legal provisions, in particular, the provisions applicable to event safety, as well as all other safety, order, commercial, copyright, and youth protection regulations.
- that I will obtain any necessary official permits and, where applicable, register with and pay licensing fees to GEMA (Germany’s society for musical performing and mechanical reproduction rights).
- that I, as the organizer, am fully liable for all property damage and personal injury according to the legal provisions and indemnify the university in the event of a claim by third parties.

I am also aware

- that the University of Bremen processes the personal data collected here for the purpose of approval and, where applicable, implementation of an event in rooms or on open spaces of the University of Bremen on the basis of Article 6 (1) (b) of the EU General Data Protection Regulation and
- that I can inform myself about my rights regarding data collection at any time by viewing the data protection declaration published on the website of the University of Bremen.

Date

Signature