

## 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, not available 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

### 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:

- Requests to use the room must be submitted at least three business days before the desired use date to Ms Kirsten Fromm, the responsible administrator, via telephone at 2597 or email at [k.fromm@studierendenwerk.uni-kassel.de](mailto:k.fromm@studierendenwerk.uni-kassel.de)
- The keys are handed over via a key box. Users will receive the code for the box via email in advance.
- After the event has concluded, the premises must be tidied and cleaned. For more information on this matter, please refer to section 3, "User Obligations."
- Keys must be returned via a mailbox.
- Users are responsible for setting up the seating in the conference room. (In addition to the conference room key, you will also receive a key to the chair storage room.)
- Drinks and snacks can be ordered from the Campus Catering service of the Studierendenwerk: Call +49 561 / 804 2697 or visit [www.studierendenwerk-kassel.de/campuscatering](http://www.studierendenwerk-kassel.de/campuscatering).

### 3. User Obligations

- Clear away and clean used dishes and put them back in the cupboards; empty the refrigerator; wipe down tables ; return all equipment and other used items to their original places.
- Leave the premises in a clean condition.
- Lock all rooms at the end of the event.

If we discover that any of these tasks have not been completed and they need to be contracted out, you will be charged for all costs incurred.

### 4. 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.