



TECHNISCHE  
UNIVERSITÄT  
WIEN



# Event Regulations

TU Wien Event Regulations

Decision of the Rectorate of 03/04/2018

Decision of the Senate of 07/05/2018

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**Note:**

The German version is the only valid version. The English version provided is intended as a service for our international staff members and does not replace the German version.

**Acronyms and definitions**

**Entitled bodies** – The institutions and bodies of the TU Wien with the exception of those cited in § 3 (3) of the Event Regulations

**Event contract terms** – Standard contract terms of TU GUT Event Services for conduct of events, available at the homepage of TU GUT

**Event organiser** – Anyone conducting events at TU Wien

**External parties** – Those persons or companies that are not members of TU Wien.

**GO** (Geschäftsordnung des Rektorats) – The Rules of Procedure of the Rectorate

**Members** – University members as per UG, which includes inter alia, employees and students

**Not entitled bodies** – Organisers which are not counted as entitled bodies

**TU GUT** (TU Gebäude und Technik) – Real Estate and Facility Management department at the TU Wien

**TU GUT Event Services** – A service unit within TU GUT

**TU.it** – Information Technology Solutions of the TU Wien.

**UG** (Universitätsgesetz) – University Act of 2002

**University properties** – All buildings, rooms including inventory and facilities as well as grounds of the TU Wien.

## § 1 GENERAL RULES

- (1) The rooms of TU Wien serve in the first place for research and teaching. In addition, the TU Wien also sees itself as a place of discourse. For economic reasons, it is necessary to utilise the rooms in the best possible way. Therefore, TU Wien makes its rooms available for events beyond research and teaching provided the content and the subject of the event does not violate the principles and/or objectives of TU Wien.
- (2) The provision of rooms on university premises is incumbent upon the member of the Rectorate with authority according to GO. Execution is delegated to TU GUT Event Services.
- (3) Further regulations are contained in the Fire Safety Regulations, the House Regulations, the Parking Regulations, the Central Laboratory and Workshop Regulation, the Safety and the External Companies Directives as well as in the regulations of the library, the archive and TU.it and must likewise be complied with. The more special regulations contained in these Event Regulations take precedence over those in other statutes.

## § 2 ACADEMIC CEREMONIES

- (1) Academic ceremonies are held solely on arrangement by or approval of the Rector or, for ceremonies to award academic degrees, also by order of the governance body responsible according to academic law.
- (2) Access to academic ceremonies is public. If required, access may be restricted to members of TU Wien and/or a number of participants corresponding to the spatial conditions of the venue.

## § 3 EVENTS ORGANISED BY ENTITLED BODIES

- (1) The right to hold events relating to subjects of scientific research and teaching and related cultural-political issues as well as events serving general education and culture in rooms allocated either by the member of the Rectorate with authority according to GO or by TU GUT Event Services, is open to all of the governance bodies and institutions of TU Wien cited in (2) with the exception of those cited in § 3 (3).
- (2) Preconditions for conduct of events by those cited in (1):

- a. The availability of suitable premises
  - b. No impairment of the research and teaching operations of TU Wien
  - c. Guarantee of safety and security at the university
  - d. The online application available on the homepage of TU Wien is filled out and transmitted to TU GUT Event Services for processing at least 15 days prior to the date of the event. In the event of filing at shorter notice, there is no automatic entitlement to hold the event on the preferred date.
- (3) If the above pre-conditions are not met, the member of the Rectorate with authority or if there is and imminent danger, TU GUT Event Services will forbid the holding of the event.
- (4) The preconditions for the conduct of events for groups of persons of the Works Councils and groups of persons cited in the University Student Union Act of 2014 arise from the respective legal regulations.
- (5) TU GUT Event Services allocates suitable rooms on the basis of existing resources for conduct of the event and where required issues special conditions for ensuring order and safety.

## § 4 RIGHTS AND OBLIGATIONS OF THE EVENT ORGANISER

- (1) The rights and obligations of the organizer are regulated in the event contract terms.
- (2) Entitled bodies wishing to conduct events at TU Wien are obligated to comply with the event contract terms unless otherwise regulated in this Event Regulations or unless statutory regulations contain other provisions.
- (3) Non-entitled bodies wishing to conduct events at TU Wien are obliged to comply with the event contract terms which apply to them without exception. Also considered to be events of non-entitled bodies are cooperation events of external parties as organisers together with TU Wien.

## § 5 CANCELLATION OR PROHIBITION OF THE EVENT

- (1) TU Wien is entitled to withdraw from the approved event at any time with immediate effect before the event date, if:
- a. the organiser cannot show proof of the necessary official permission and approvals or if the organiser is not able to prove the issuance of the notification at least five working days prior to the event;
  - b. upon application incorrect information was given about the organiser, the nature (purpose) of the event or the number of guests;
  - c. the approval of the event was transferred to a third party without the written consent of TU GUT Event Services.
- (2) In serious cases the member of the Rectorate with authority according to the GO or the TU GUT authorised by the particular Rectorate member, is entitled to forbid the holding of the event even during the event itself, in particular if
- a. maintenance of order and security appears jeopardised by the event or the event violates statutory, regulatory or university regulations (in particular the House Regulations, the Safety Directive, the Fire Safety Regulations or the Viennese Event Act);
  - b. the content and subject of the event violate the principles and/or objectives of TU Wien;
  - c. the university research, teaching or testing operation is impaired;
  - d. the allowed room capacity is exceeded;
  - e. TU Wien can otherwise suffer a disadvantage from continuation of the event;
  - f. the security of the participants cannot be guaranteed;
  - g. the event organiser violates the ban on weapons.

## § 6 FEE

- (1) For providing rooms to non-entitled bodies under § 4 (3) appropriate cost coverage must be paid. However, the member of the Rectorate with authority according to the applicable GO or TU GUT Event Services may in special cases reduce the usage fee.
- (2) Providing rooms for events under § 3 (1) is free of charge. For providing rooms to entitled bodies for events with a commercial background (collection of admission fees, etc.) cost coverage must be paid. For damages caused to TU Wien, to the organiser or to third parties, the organiser is liable.

## § 7 DURATION OF THE EVENTS

All events on outdoor university grounds must in general end at 10 p.m. or at a time set in a special regulatory approval in connection with approval of use. TU GUT Event Services decides on the duration of events held inside university premises.