



# Form filling aid

## Raumansuchen (Room Application)

### Overview:

**Form Title:** *Raumansuchen* (Room Application)

**Purpose:** To request a room on Campus from TU Graz.

**Important:** This guide translates and explains the German form fields but does not replace the original German form. You must still submit the official German version.

You can fill out the form in German or English, we understand both. If you wish correspondence in English, please specify when you contact us.

We will use the German terms for documents or fields, to understand what we mean please use this aid.

The first page should be filled out by you, the second page is for permission from TU Graz. Please still submit the empty second page.

If you have any questions, please feel free to contact us at [vorsitz@htugraz.at](mailto:vorsitz@htugraz.at) and ask.

### Field by Field translation:

On the following pages you find detailed translations for the different sections of the form.

### Header Section:

An den R e k t o r  
über die OE Gebäude und Technik  
Inffeldgasse 31  
der Technischen Universität Graz



Ich/Wir beantrage/n, für die unten genannte Veranstaltung

This is the adress of the department from TU Graz that is responsible for facility management.

The title above the box translates to:

| I/We am/are applying for the event listed below





## Event details:

1. Art und Thema:

geschlossene Veranstaltung  öffentliche Veranstaltung  Großveranstaltung

Musik:  Livemusik  Beschallung mit Lautsprecher

2. voraussichtliche Teilnehmerzahl:  Personen

3. am  von  bis  Uhr

Vorbereitung von  bis  Abhaltung von  bis

Nachbereitung von  bis

## Fields:

German Field	English Translation	What to fill in	Examples
1. Art und Thema	1. Type and Topic	Title of Event, maybe short explanation if title is ambiguous	Spritzer stand, BBQ Party, Games Night
geschlossene Veranstaltung	Invitation-only event	tick if applicable	Meetings, internal Christmas parties
öffentliche Veranstaltung	public event	tick if applicable	Spritzer stand, BBQ Party, Games Night
Livemusik	Live music	tick if applicable	Bands, DJ
Beschallung mit Lautsprecher	Speaker-based sound	tick if applicable	Music, speeches
2. Voraussichtliche Teilnehmerzahl:	2. Estimated number of participants:	number of people that are expected to attend	always according to official room capacity!
am/von/bis/Uhr	at/from/to/time	the date and total times from/to	26.05.2026, 17:00 bis 21:00
Vorbereitung	Preparation	more specified timeslots, must be between total time given before	17:00 – 18:00
Abhaltung	event runtime		18:00 – 20:00
Nachbereitung	dismantling		20:00 – 21:00





## Room Details

den Raum

im Haus

zur Verfügung zu stellen

## Fields

<b>German Field</b>	<b>English Translation</b>	<b>What to fill in</b>
<i>den Raum</i>	the room	Room number from TUG online
<i>im Haus</i>	in the building	Adress of building where room is located
<i>zur Verfügung zu stellen.</i>	to make available.	Nothing, finishes sentence started by title.

When researching available rooms in the TUGonline, please make sure that you are logged in. Otherwise not all events are visible, and the room may be already blocked.

Courtyards and outdoor areas are also requested using this form; they often have a room number as well. If no room number can be found, a description of the address is sufficient (e.g., Inffeldgasse, forecourt in front of building 16b).

## Personal Details

Verantwortliche/r Veranstaltungsleiter/in:  
  
 E-Mail:   
 Tel.-Nr.:   
 Universitätsangehörige/r:  ja  nein

Den Veranstalter/innen obliegt die Verantwortung für die ordnungsgemäße Durchführung und die Einhaltung der mit der Genehmigung erteilten Auflagen. Diese oder eine nachweislich bestellte Vertretung haben während der vollen Dauer der Veranstaltung anwesend zu sein, für die ordnungsgemäße Durchführung Sorge zu tragen sowie beim Verlassen der Räume die nötigen Sicherheits-, Zweckmäßigungs- und Sparmaßnahmen zu treffen. Die Veranstalter/innen haften für Schäden, die durch die Abhaltung der Veranstaltung eintreten. Der Rektor kann die Genehmigung zur Benützung von Räumen vom Erlag einer entsprechenden Kautions für allfällige Schadensbehebungskosten abhängig machen.

Name der/des Antragstellenden:  
  
 E-Mail:   
 Tel.-Nr.:

Graz, den

.....  
Unterschrift der/des Antragstellenden





## Fields

<b>German field</b>	<b>English Translation</b>	<b>What to fill in</b>	<b>Examples</b>
<i>Verantwortliche/r Veranstaltungsleiter/in</i>	Event Coordinator	Your StV or department	Dep. For International students, StV Maths
<i>E-Mail:</i>	E-Mail	Mail address of your department	stv@htugraz.at
<i>Tel.-Nr.:</i>	Phone Number	Phone number of your department	0316 873 5100
<i>Universitätsangehörige/r:</i>	University Member	always tick yes, because we are students	yes

The long text translates to:

The organizers are responsible for ensuring the proper conduct of the event and compliance with the conditions specified in the permit. The organizers or a representative who has been demonstrably appointed must be present for the entire duration of the event, ensure its proper conduct, and take the necessary safety, practicality, and cost-saving measures when vacating the premises. The organizers are liable for any damage caused by the holding of the event. The Rector may make approval for the use of rooms contingent upon the payment of a corresponding deposit to cover any costs of repairing damage.

<b>German field</b>	<b>English Translation</b>	<b>What to fill in</b>	<b>Examples</b>
<i>Name der/des Antragstellenden</i>	Name of the applicant:	Your name	Max Musterman
<i>E-Mail</i>	E-Mail	Your E-Mail address	max@htugraz.at
<i>Tel.-Nr.:</i>	Phone number	Your phone number	+43 123 45678912
<i>Graz, den</i>	Graz, on	Date when application is filled out	12.4.2026
<i>Unterschrift der/des Antragstellenden</i>	Signature of the applicant	your signature, digital or handwritten	-

