



Studierendewerk
München Oberbayern

Accommodation

Policy for Events carried out in Communal Rooms/Areas of the Halls of Residence

Every event which is held in communal rooms/areas must, in general, be approved beforehand.

In order to apply for permission, it is necessary to fill in the required registration form (annexes 1 to 3; provided on our website) and send it to the Accommodation Department's Servicedesk in time (contact: wohnen@stwm.de).

The authorisation/permission/rejection is carried out by the Munich Student Union (Studierendewerk München Oberbayern) and the decision is communicated via email. If no email is received, the event must not be carried out.

I. The following events require registering up ahead:

1. Weekly meetings in a hall of residence

Before regularly held meetings of residents during the semester which are organised by tutors, house representatives or other persons in charge, the Accommodation Department's Servicedesk is to be informed at least two weeks before the first meeting about the weekdays (Fridays and/or Saturdays) and times (no later than 12 midnight) of the meetings planned for the current semester, using the required registration form (Annex 1). The registration form must also be signed by a tutor / house representative as well as by the person in charge of the event. Quiet periods as stipulated in Item 1 of the House Rules are to be observed.

The following applies, in general: No work must be carried out on a systematic or commercial basis. Beverages and food may only be sold at cost price. Any type of intent to realize a profit is not permitted. The Student Union reserves the right to close the location should this regulation be violated. All receipts and expenses are to be recorded in a cash book, which must be presented upon request. It is not permitted to forbid individual residents to use the communal rooms; likewise, it is not permitted to ask for any type of fee for providing communal rooms. A reasonable deposit may be charged.

Prices for beverages and food must be far below the prices charged in bars or restaurants (= cost price). Prices include all expenses involved (purchase, personnel etc.). Should a profit be made, however, the exact amount must go into the house/club funds and must be spent on communal purchases.

Information regarding the amount of cost prices according to the KVR (Department of Public Order), e.g.:

beer: 0.5 L approx. 1.50 euros

cola, Fanta, mineral water, juice etc.: 0.5 L approx. 1.00 euro - 1.20 euros

mixed drinks / cocktails: approx. 4.00 euros



**Studierendewerk
München Oberbayern**

Accommodation

2. Private events

Private events, e.g. birthday parties, are only permitted to take place in the communal rooms provided in the hall of residence (e.g. common rooms, communal apartments (GAPs) etc. – except communally used kitchens and bathrooms). A private event may only take place Fridays or Saturdays, must not last longer than midnight and must be registered at least two weeks up ahead, using the required form (Annex 2). The registration form must also be signed by a tutor / house representative as well as by the person in charge of the event. Quiet periods as stipulated in Item 1 of the House Rules are to be observed.

Subtenants / temporary tenants are not permitted to register private events due to insurance-related reasons.

3. House parties

Large events (house parties, parties at the beginning/end of a semester in communal rooms) are solely intended for the hall's residents. This type of event may only take place on Fridays or Saturdays, must not last longer than midnight and must be registered at least two weeks before the event by the tutor / house representative responsible, using the required registration form (Annex 3).

Quiet periods as stipulated in Item 1 of the House Rules are to be observed.

In the case of events that must be approved by the Kreisverwaltungsreferat (KVR, Department of Public Order), the tutors / house representatives must submit the necessary application with the KVR and forward the approval to the Student Union. This does not release the person responsible from their duty to inform the Munich Student Union by registering the event.

Approvals that have been issued or are expected to be issued by third parties, e.g. by the KVR, could be irrelevant for the Student Union concerning domiciliary rights. The domiciliary right prevails, at all times, over the approval given by the local authority.

The following applies, in general:

Events may only take place in rooms which are absolutely suitable for the required purpose. Improper use is not permitted and will be prohibited and, if necessary, the rooms in question will be closed off.



II. Duties and liability:

a) Possible days for events

Events as specified in I. Item 1 to 3 are not permitted to take place Mondays to Thursdays as well as Sundays. Exceptions are

- Rosenmontag / Shrove Monday (no longer than 12 midnight)
- Faschingsdienstag / Shrove Tuesday (no longer than 12 midnight)
- New Year's Eve (no longer than 2:00 a.m.)
- Halloween (no longer than midnight)

On these days, quiet periods as stipulated in Item 1 of the House Rules are also to be observed.

b) Holiday regulation

Events as specified in I. Item 1 to 3 are, in general, not permitted to take place on holidays which are known as "stille Tage" (quiet days), such as Maundy Thursday from midnight onwards, Good Friday, Holy Saturday, Ash Wednesday, All Saints' Day, "Volkstrauertag", "Buß- und Betttag", "Totensonntag" and Christmas Eve.

c) Event theme

Events that are to be carried out with, for instance, a sexist or alcoholic theme ("Komasaufen" (binge drinking) or similar) will not receive permission by the Munich Student Union.

d) Maximum number of people

For reasons of safety, the maximum number of people permitted in the individual communal rooms must not be exceeded at any type of event taking place. If the maximum number of people permitted in the communal rooms is not known, this information must be obtained by inquiring at the Servicedesk or with the persons responsible for the building.

e) No staying overnight

Spending the night in communal rooms or areas is not permitted.

f) No commercial events

Carrying out commercial events is not permitted.

g) Publications

Invitations to events as specified above in I. Item 1 to 3, by means of posters or flyers, are only permitted in the hall of residence concerned. Posters and flyers which were distributed in the hall of residence must be removed at the latest one day after the event took place (11:00 a.m.). Publishing events on the internet, e.g. on Facebook, Twitter, Instagram etc. is not permitted.



Studierendenwerk
München Oberbayern

Accommodation

h) Use of communal areas/rooms

All smoking is strictly prohibited in communal rooms during events as specified in I. Item 1 to 3.

Events are to be exclusively organised for the residents of the individual hall of residence (no external guests).

Special attention is to be paid to keep the noise level down outside the communal rooms/areas (Item 1 of the House Rules).

i) Liability and insurance

Damage to the communal rooms/areas as well as to furniture and equipment provided by the Munich Student Union is to be immediately reported to the caretaker in writing. In the case of damage which was not caused by appropriate use, the actual cause as well as the person responsible for the damage are to be stated. Should the person responsible for the damage not be known, the organiser is held liable.

Furthermore, the organiser assumes liability for any violations that may occur regarding the Munich Student Union's latest House Rules.

It is recommended to take out personal liability insurance as well as perhaps also other insurances, such as organisers' liability insurance.

j) Cleaning

The organiser is responsible for cleaning the communal rooms/areas and all other areas which were used during the event (staircases, underground car parks, outside premises etc.). Cleaning must be completed at the latest by 11:00 a.m. the following day. If the cleaning was not carried out sufficiently or if items were left lying after an event, having a negative influence on the appearance of the hall of residence, the Student Union will engage a company for any removals or cleaning necessary. The responsible resident(s) or the organiser will be charged with the cost.

k) Returning the keys

When the event has come to an end and the subsequent cleaning has been performed, the keys are to be returned on the very same day.

l) Final provisions

Other agreements which were made with the self-administrations of individual halls of residence can supplement this policy.

m) Miscellaneous

In the case of unforeseeable circumstances, e.g. a pandemic or similar occurrences which affect the general public, this policy will automatically cease to be in force. In that case, regulations of the Bavarian State Ministry or regulations set up by the Munich Student Union on account of the special situation will apply. If and when necessary, communal rooms may be closed.



**Studierendenwerk
München Oberbayern**

Accommodation

n) Effective date

This policy takes effect on 5 May 2023.

Studierendenwerk München Oberbayern

Sgd. Alexander Uehlein
Head of Department Accommodation