

## Terms of use

### Processing and confirmation of booking requests

Booking requests are processed only on working days. Booking requests sent on weekends will be processed earliest on the following Monday (if not a holiday). Booking requests are booked in chronological order of receipt. If there are multiple requests for the same room, the organizer with the earliest request will receive the room. For exceptions, see "Privileges." If the room is not available, you will be notified by email.

### How far in advance can I book?

As a rule, eight weeks in advance. Exceptions are possible after consultation with the Contact and Coordination Office. House residents (groups and associations based in the house) can book up to one year in advance. See "Privileges".

### Privileges

Events or room bookings by residents of the International Center as well as intercultural or international events have priority when confirming booking requests. House residents also have the privilege of booking more than eight weeks in advance.

### Times of use

The rental of the Great Hall (with skylight room upon request), the vaulted cellar and the seminar room can be made by the hour upon request.

### User fees

Category	Costs for room use per day		
	Vaulted cellar	Great hall	Seminar room
<b>Events of the students, the universities, the student union and the city administration of Jena.</b> (no entrance fees)	free	free	free
<b>Events of the students, the universities, the Studierendenwerk, the city administration of Jena and associations</b> Entrance fees up to 2,50 € Entrance fees up to 5,00 € Entrance fees up to 10,00 €	50,00 € 75,00 € 125,00 €	100,00 € 150,00 € 250,00 €	free
<b>Events of the municipal enterprises of the city of Jena</b>	50,00 €	100,00 €	50,00 €
<b>Commercial external events of an academic or international nature; private use by students.</b>	150,00 €	300,00 €	100,00 €

### Binding nature

The online room booking is a binding rental of the respective room. If you do not need the booked room, please let us know **at least one week in advance**. Otherwise, you will incur costs according to the category "Commercial external events" of the fee table.

### Seating - flexible use

You can furnish our rooms as you wish and take appropriate chairs and tables from our storage room. However, you must return all furniture after the event by 10:00 a.m. the next morning and leave the room as we handed it over to you (swept clean).

### Handover and return of keys

The keys can be picked up at the earliest 1-2 days before the event or on the day of the event itself at the International Center in the Contact and Coordination Office (1st floor). For handing over of the keys you have to sign a handing over protocol, which you will receive as an attachment to the confirmation mail. Print out the signed protocol and bring it with you to the **office hours**:

Mon 10:00-12:00 | Tue 11:00-12:00 | Wed 11:00-12:00 & 16:00-18:00 | Thu 12:00-13:00 | Fri 10:00-12:00.

The key must be returned after the event at the next possible key handover date, otherwise a 50 € penalty fee will apply.