

 Alice Salomon Hochschule Berlin University of Applied Sciences	<h1>Form</h1>	Überprüfung (Nr.)	
		Datum:	
Titel:		Student Application for Room Bookings for Events and Projects	

Please send the completed form to the Office of the relevant Faculty (verwaltung-fb1@ash-berlin.eu or verwaltung-fb2@ash-berlin.eu), or to the programme coordination of your continuing education Master's programme. For room bookings related to a specific course, please also copy in the responsible lecturer. **We kindly request that applications be submitted at least 48 hours** in advance to ensure timely processing.

Information on the Event

Expected number of participants: _____

Date of the event: _____

Time period of the event: _____

Event title: _____

Planned speakers: _____

☐ Event related to a course

Title/Name of lecturer _____

☐ Event not related to a course

The event has been publicly advertised: ☐ yes ☐ no

Information on the Applicant

Surname, first name: _____

Matriculation number: _____

Email address: _____

Programme of study: ☐ Faculty 1 ☐ Faculty 2 ☐ Continuing education Master's

☐ By submitting this form, I confirm that I will return/leave the room in proper condition after the event.

☐ I commit to complying with the House Rules (<https://www.ash-berlin.eu/kontakt/hausordnung/>). I have taken note:

☐ that pursuant to §11, political party activity in spoken or written form is prohibited in the buildings and on the premises of the university, unless statements by party representatives are expressly requested within the context of approved events.

☐ that the university is intended to be a safe space for everyone, including on social media platforms used by its members. It is therefore prohibited within the institution and on university grounds to disparage the freedom and dignity of individuals through speech, writing or gestures (e.g. sexism, racism, antisemitism, discrimination, glorification of violence, or rhetoric of annihilation).

☐ I have taken note of [the principles and values governing respectful interaction](#).

☐ I agree that ASH Berlin may collect, store, process and internally transmit my data for the purpose of handling my request. The data will be deleted as soon as they are no longer required for this purpose. I may request the deletion of my data at any time without providing reasons. Further information and instructions on withdrawal of consent can be found in the data protection statement.

Erstellung/Datum:	Reiss (RefP), Laux (PQM)/29.09.2025	Freigabe/Datum:	Bettina Völter (President)/27.11.2025
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