

How to Organize Students Events – General Information

Please read the following information carefully and confirm this by sending a short email to event@kit.edu.

Offering / Serving Alcoholic Beverages

Do not make bait offers in the form of cheap or free alcohol. Do not sell alcohol to drunk persons. Observe the Youth Protection Act (Jugendschutzgesetz).

Official Permits

The organizer must obtain the permits required from the city's Building Regulations Office (Bauordnungsamt). This includes permits to sell or serve beverages or to extend opening times, etc.

<https://web1.karlsruhe.de/service/Buergerdienste/leistungen.php>

Fire Protection and Safety

KIT's [Fire Protection Regulations](#) (in German) must be observed. All escape and rescue routes must always be kept clear (Art. 31 VStättVO, see regulations in German). If you need a fire watch, please contact KIT's Fire Department at least three weeks in advance (Tobias Erb, phone: +49 721 608-25114, email: tobias.erb@kit.edu). KIT's Fire Department will be pleased to answer any questions you may have with respect to fire protection. Switching off fire alarm systems will be permitted in justified exceptional cases only. Frank Renz, phone: +49 721 608-46811, email: frank.renz@kit.edu, is responsible for switching off **fire alarm systems**. It is forbidden to use fog machines.

Flammable objects may not be used for indoor decoration purposes. Use fire-resistant objects of the category B1 (flame-retardant materials and building products as specified in DIN 4102-1) at least.

Accessibility of Rooms

Booked rooms will be unlocked by our caretaking staff before the times booked.

For access on weekends, KIT cards must be activated accordingly. Please request access by mail to gms-schluesel-cs@fm.kit.edu and name a responsible person. Only one person will be given access and this person will then have to let all participants into the building.

Gema

The organizer must register the event with Gema. <https://www.gema.de/en/musicusers>.

Barbecues

According to KIT's Fire Protection Regulations, **barbecues and open fires** are forbidden on the campus.

Any barbecues require a permit by the Fire Protection Commissioner, email: oe-wf-einsatzleiter@sum.kit.edu

To be granted this permit, the following documents are required:

- Completed form to request a permit for welding, cutting, soldering, and defrosting work as well as for the operation of mobile heating units and fire places (in German; [Erlaubnisschein für Schweiß-, Schneid-, Löt-, Auftau- und Trennarbeiten sowie für den Betrieb von beweglichen Feuerstätten](#)) (Word-Version)
- Excerpt from the campus map showing the place where the barbecue will take place
- One / two photos to assess the surroundings

Contact Jochen Brendel, Facility Management (FM), phone: +49 721 608-43010, email: jochen.brendel@kit.edu, if you need additional **fire extinguishers**.

The **organizer of the event is responsible for compliance with the safety and fire protection regulations**. The person responsible must be available on site during the event.

Caretaking / Lecture Hall Support Staff

If you wish to contact the lecture hall support staff, you can find a list of the persons responsible for the lecture halls at www.fm.kit.edu/english/836.php.

Noise Level and Food Preparation

Please take care that neighboring residents and KIT staff will not be disturbed by the noise. Loud music and outdoor megaphone announcements repeatedly lead to complaints and, hence, are forbidden on weekdays until 19:00 hrs (including rehearsals and soundchecks).

Indoor preparation and heating of food is not permitted.

In the event of malfunctions of building installations, call the Service Control Center, phone: +49 721 608-5555.

Emergency Phone Number

On KIT's Campus North and Campus South, the emergency phone number is 3333. When using your mobile phone or phones outside of the KIT network, dial +49 721 608-3333. We recommend you to save this number on your mobile phone.

Parking

Please note that Campus South is no public parking area. Ask your guests to use the parking lots at Waldparkplatz and Parkgarage Fasanengarten. Register your important guests and suppliers by mail to einfahrt-cs@sum.kit.edu.

Posters

Please comply with KIT's billposting regulations. These regulations serve to prevent too many posters on campus. <https://www.km.kit.edu/english/5760.php>

Executive Board Building and Audimax

In case you plan events at the Executive Board Building (building 11.30), please contact Erik Rüger, phone: +49 721 608-48017, erik.rueger@kit.edu. Note that CRC, RTG, TRR, and PoF reviews as well as reviews associated with the Excellence Strategy competition will have priority when booking the Senate Hall and entrance hall of the Executive Board Building, even at short notice. In such a case, we will help you find alternative venues.

There are [special terms of use of the Audimax foyer](#), building 30.95.

Cleaning and Waste Collection

If you plan events for more than 250 persons, order a suitable garbage container. Please observe the waste sorting regulations. Information on waste disposal is available at <https://www.fm.kit.edu/108.php> (in German).

Registration

To administrate the participants of cost-based events, contact Simon Scheuerle, phone: +49 721 608-22259, email: simon.scheuerle@kit.edu and submit the participation management form and the cost calculation form. Both forms can be found at <https://www.km.kit.edu/english/event-guidelines-for-employees.php>. Please inform us of any changes of the costs given in the cost calculation form.

Taxes

If you have any tax-related questions, contact the Legal Affairs Business Unit (DE RECHT).

Power and Water Supply

For **additional power and water supplies**, please contact the Facility Management Business Unit. Your contact persons are Bashir Hajikarim (Electrical Engineering Service Center, phone: +49 721 608-44401, email: bashir.hajikarim@kit.edu) and Sven Stau (Sanitary and Refrigeration Engineering Service Center, phone: +49 721 608-43014, email: sven.stau@kit.edu).

Regulations

The Regulations on Assembly Venues of the State of Baden-Württemberg ([Versammlungsstättenverordnung des Landes, VStättVO](#)) (in German) and the house rules of KIT ([Hausordnung des KIT](#)) (in German) must be observed.

Insurance

In certain cases, the organizer is obliged to take out an event liability insurance (Veranstaltungshaftpflichtversicherung). Please note the relevant information given in the rental contract or in the agreement on the use of university facilities.

More Information on Students Events:

Security

Party and entertainment events with 500 participants and more are subject to special rules at KIT. You will be informed separately by the Event Management staff. For all other events on outdoor premises with 1000 participants and more, security staff is required. This means that you need adequate, sober, and trained security staff with a permit according to Article 34a of the Trading and Industry Regulations (Gewerbeordnung, GewO) inside and in front of the building. Security forces must be recognizable as such. Events with 1000 participants and more must be notified to the Campus Security Group (Campussicherheit) a week before they start at least, with a responsible person who is present on site during the event and a contact person of the contracted security company being indicated: verkehrsdienst@sum.kit.edu. If you have questions, please contact the same e-mail address. **Security staff may also be required for party and entertainment events with less than 500 participants. In these cases, you will be contacted by the Event Management Group, in agreement with the Campus Security Group.**

Security Concept

If attached, please complete the security concept and enclose the required attachments and proofs. The final security concept must be sent to the relevant authorities of the City of Karlsruhe (public order office (Ordnungsamt), police, fire department, organizer) **at least six weeks prior to the event**. If you need advice to complete the form, contact AStA at KIT, kultur@asta-kit.de. If you have questions relating to security and fire protection and for **having the concept accepted BEFORE submission**, contact verkehrsdienst@sum.kit.edu and Tobias Erb, Head of KIT's Fire Department, phone: +49 721 608-25114, email: tobias.erb@kit.edu. They have to check the security concept before you submit it to the responsible authorities.

Rooms

Do you use rooms that are at AStA's disposal?

If no separate security concept is submitted:

Description of the course of your program:

Description of your technical installations and catering facilities:

Description of the security concept (number of persons, security staff, paramedics):

I have read the General Information on How to Organize Students Events and will implement it.

Date

Signature

For more information, click [Event Management from A-Z](#).