

How-To room reservation

If you have any questions, please contact us: eigenini@asta.rwth-aachen.de

In order to support you in your room reservations at RWTH, we have put together all necessary information. This offer can only be used by accredited student initiatives. The third option can be obtained by all initiatives.

Space Management of the RWTH

Step 1: Choosing a room

Look **here** for a room that suits your group size. In the 'Lecture Hall Information' you can read how the room is equipped with chairs and if there is a beamer. In the 'Weekly overview' you can see the availability.

Step 2: Contacting the central office

You can reserve the room via mail to raumvergabe@zhv.rwth-aachen.de. To do your final booking send the 'Raumvergabebeantrag' (PDF at the end of **this site**) at least 2 weeks in advance to raumvergabe@zhv.rwth-aachen.de. After the final confirmation through the Raumvergabe your booking is made.

Room reservation Humboldthaus

Rooms in the Humboldthaus can also be booked, but it has to be an intercultural event. The Humboldthaus can be booked from Monday to Friday, from 8am to 12pm, and weekends by arrangement.

Step 1: Room Selection and Request

Request the availability of the rooms of the Humboldthaus at Tamara Weber in the Humboldthaus by telephone, e-mail or in person (saskia.wennmacher@zhv.rwth-aachen.de). For further information, visit the **Humboldthaus** website.

Step 2: Book the Humboldthaus

If the desired room is available at the desired time, send the room allocation request (You'll find the application **here**) to saskia.wennmacher@zhv.rwth-aachen.de.

AWO meeting centers

The Arbeiterwohlfahrt (AWO) Kreisverband Aachen-Stadt e.V. runs several meeting centers in different parts of the city. They serve as hubs of engagement and offer many opportunities for support and networking. Student initiatives, including non-accredited ones, can request premises there.

You can find an overview of the locations **here**. The current contact persons are listed on the linked detail pages. It is best to write them an e-mail or simply give them a call.

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