

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.

Checklist

- You'll need a room in two or more weeks?
- You'll need a room during the week, not during the weekend?
- You know time and date for your event?
- You know the number of participants?

If you can answer all questions with Yes, your room reservation will be made via the central office of the RWTH. If not your room reservation will be made via the ASTA of the RWTH.

Room Reservation via the central office of the RWTH

Step 1: Choosing a room

Look here

[https://online.rwth-aachen.de/RWTHonline/ee/ui/ca2/app/desktop/#/pl/ui/\\$ctx/wbRes.wbRessourcenSicht?\\$ctx=design=ca2;header=max;lang=de&pOrgNr=1](https://online.rwth-aachen.de/RWTHonline/ee/ui/ca2/app/desktop/#/pl/ui/$ctx/wbRes.wbRessourcenSicht?$ctx=design=ca2;header=max;lang=de&pOrgNr=1)

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 Raumvergabeantrag (PDF at the end of the site: www.asta.ac/RaumverwaltungRWTH)

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 via the ASTA of the RWTH

For short-term room bookings and room reservations on weekends, the ASTA has some seminar rooms available. These rooms can accommodate a maximum of 30 participants and we require a lead time of two working days for the booking. The rooms, which are available, are:

In lecture time

Weekdays: SemiTemp ST6/7 (20:00-23:45)

Weekend: Semi90 SE 103/108 (8:00-24:00)

In the lecture-free time

Weekdays: SemiTemp ST6 (20-23.45 o' clock)

Weekend: SemiTemp ST6 (9-20 o' clock)

Please send a mail to raumbuchung@asta.rwth-aachen.de with the following informations:

- the date of your event
- of the short description of your event
- the name of your initiative
- of a contact person
- Number or mail address to contact you

Disclaimer:

Binding information is provided by the responsible offices in the ASTA. The ASTA and the editorial staff are not liable for the contents of this information sheet.

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Room reservation Humboldtthaus

Rooms in the Humboldtthaus can also be booked, but it has to be an intercultural event. The Humboldtthaus can be booked from Monday to Sunday from 8am to 10pm.

Step 1: Room Selection and Request

Request the availability of the rooms of the Humboldtthaus at Tamara Weber in the Humboldtthaus by telephone, e-mail or in person (tamara.weber@zhv.rwth-aachen.de).

Step 2: Book the Humboldtthaus

If the desired room is available at the desired time, send the room allocation request (You'll find the application here:

<http://www.rwth-aachen.de/cms/root/Die-RWTH/Einrichtungen/Verwaltung/Dezernate/Internationale-Hochschulbeziehungen/Humboldt-Haus/~cdhu/Raumvergabe>)

to tamara.Weber@zhv.rwth-aachen.de.

Allgemeiner Studierendenausschuss
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Phone.: +49 241 80-93792

Opening-/Service hours:
Mon – Wen, Fri: 10:00 – 14:00
Thu (Lecture Time): 12:00 – 16:00
Thu (Lecture free time): 14:00 – 18:00

Consulting hours: <http://asta.ac/beratung>
Legal advice: on request
Beglaubigung:
Mon-Fri: 10:00 – 13:00