

USER REGULATIONS

In accordance with the Collegium Helveticum's main tasks, priority for the two event rooms is given to the Collegium's fellowship and event program. In exceptional cases **events in cooperation** with the Collegium are possible. We ask you to reach out to Mario Wimmer with a proposal for such **joint events** that are interdisciplinary in character. **Representative events** by the Collegium's supporting universities require the explicit support of either a member of the Collegium's governing board or a member of the supporting universities' executive board.

These user regulations are the basis for the use of Collegium Helveticum's premises, specifically the historic Semper observatory (STW).

Decision and Usage Conditions

- The director of the Collegium Helveticum decides on the use of the STW.
- Events organized by fellows enjoy free use of premises and the technical equipment available.
- Free use for **partner events** requires approval from the Collegium's director.
- **External events** need approval from the director.

Reservation Process

- The reservation form is binding and must be completed in full.
- The organizer must provide event details, including the time for and setup and resetting the original layout.
- Only the rooms specified in the reservation form can be used.

Facilities

- Available facilities include an unstaffed cloakroom (entry hall) and toilet facilities (ground floor and basement).
- Printers, photocopiers, telephones, workstations, and storage rooms are not available. Disposal of waste resulting from the event is the responsibility of the organizer.
- It is not permitted to attach posters, etc. to the STW observatory's facade, doors, walls, windows, and passageways.

Accessibility and Parking

- There is one designated accessible parking space available. We apologize for the limited accessibility of the building for wheelchairs or other devices designed to assist with various handicaps. The main entrance involves xxX steps, and the door width ranges from xx to xx cm. Unfortunately, the toilet spaces in the building are not wheelchair accessible. If you require assistance, please contact eventoffice@collegium.ethz.ch. We will make every effort to accommodate your needs.
- There are no event parking spaces available except for one designated accessible parking space.

Liability

- Organizers are responsible for proper handling and return of equipment.
- Equipment defects must be reported to the event office immediately to eventoffice@collegium.ethz.ch.
- Damages or losses will be charged, and the Collegium reserves the right to refuse future use.
- The Collegium Helveticum has no liability for the loss, theft, or damage of items belonging to the event organizer or visitors respectively.
- Organizers must obtain necessary permits and bear costs.
- Responsibilities include SUIA licenses, performance rights, and copyright fees.

Catering

- Catering services by SV Service (ETH Polyterrasse) are the responsibility of the organizer and is only possible in the entrance hall and the Rudolf Wolf room (for a combined maximum of 50



people). A bar counter is available in the Rudolf Wolf room (STW B 5.1). SV Service has access and knowledge of the STW premises: catering.polyterrasse@sv-group.ch, +41 (0)44 632 62 07.

- For internal events, catering will be organized in direct consultation with the Collegium's event office.

Fire Regulations and Security

- Event organizers must ensure compliance with fire regulations.
- The organizer is responsible for closing and locking all doors after the event.
- Smoking is not permitted in the STW observatory.

