

Room Regulations for International Student Associations

Support of activities of international student associations at ETH Zurich

ETH Zurich supports student activities if they meet the following criteria:

- The activity/event is related to the purpose of the student association.
- The focus of the activity/event is on teaching, studying, research, or social/cultural aspect of student life at ETH Zurich.
- The content is not commercially, politically, or religiously motivated.

The support may material or financial (e.g. provision of a room and technical equipment, consulting, sponsoring etc.).

Using rooms of ETH Zurich

The use of the rooms of ETH Zurich must comply with the regulations of the Academic Services:

<https://www.ethz.ch/services/en/service/rooms-locations-transport/rooms-and-buildings/rectorate-rooms.html>

1. Applications for the use of rooms should be made by email to the [Room Reservation Office](#) providing the following information: name and phone number of contact person, date and time of the event, expected max. number of people, room requirements, indication if food and/or drinks will be served, short description of the event and of any invited external persons.
2. The Room Reservation may consult the International Student Office and the International Affairs team and the Permits Office before deciding on the room request.
3. Room capacity regulations must be respected. The room size must be adequate for the number of participants.
4. The association must adhere to the instructions of the Facility Management Infrastructure Division, e.g. respecting building opening hours, fire safety and food regulations etc. The room has to be returned in the same condition as it was taken over.
5. Failure to comply with the instructions will result in a warning, or in severe cases, in the banning of reserving rooms for a given period of time. Extra cleaning will be invoiced according to the price list for additional services of the Facility Management:
www.ethz.ch/services/en/service/rooms-locations-transport/rooms-and-buildings/gebaeudeservice

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6. Additional regulations:

a. Reservation of a *meeting* room

- Minimum of 6 participants
- Reservation may be requested at the earliest two weeks prior to the event.
- Meeting time must be outside office hours (office hours: Monday-Friday, 8-17h).

b. Events with food and drinks

- Food and drinks may only be served in designated foyers or in the Alumni Pavilion.
- On-site cooking is not allowed in ETH Zurich premises.
- A board member of the organizing association must be present during the whole duration of the activity/event.

c. Reservation of the Alumni Pavilion

- During the semester, many seminars, colloquia, professional training courses and events of professors take place. The Alumni Pavilion is a popular and much needed backup option. For this reason, the Alumni Pavilion may be reserved by an association only once during the semester.
- During semester breaks, the Alumni Pavilion may be reserved once per month.
- Reservation of the Alumni Pavilion may be requested at the earliest four weeks prior to the event.

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