**Application for short-term rental or use of RSU premises**

*Please submit the completed form electronically: telpunoma@rsu.lv*

|  |  |
| --- | --- |
| **Applicant** |  |
| Organisation |  |
| Contact person: |  |
| Telephone / e-mail  |  |
| **Justification for the need of premises** |
| Event |  |
| Time and date of the event |  |
| Premises required (address, room no, name) |  |
| Other requirements (cloakroom attendants, IT support, space for coffee breaks, space for partner presentation stands, etc.) |  |
| Target audience of participants |  |
| Role of RSU in ensuring the event\* |  [ ]  1. Premise renter (standard price) [ ]  2. Premise renter for events related to RSU fields of study [ ]  3. Cooperation partner, co-organiser |
| *\*Tick the appropriate box. Subsequent sections must be completed if 2 or 3 are ticked.* |
| **Description of the event (to be completed if a rent discount applies or RSU is a co-organiser of the event)** |
| Partners/funders/sponsors involved (number, names) |  |
| Total number of participants planned  |  |
| Planned provision of coffee/lunch breaks (whether catering is planned in RSU premises, where and during what period of time it will be provided) |  |
| Display of partners' promotional posters, banners, exhibition stands and sales stands (in which premises, quantity, period) |  |
| Estimated participation fee per participant |  |
| Number of free places reserved for RSU students |  |
| Number of free places reserved for RSU staff |  |
| Total expected funding (participation fee, sponsors, project funds, advertisers, etc.), EUR |  |
| Description of the use of funding (it should be specified, which cost items and in what approximate proportions will be covered by the funding received) |  |
| RSU benefits from the event |  |

Attached: programme of the event.

I certify that the provided information is correct

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Name Surname Signature Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RSU Resolution in the Document Management System:**

[ ]  1. Support leasing of premises at a standard price

[ ]  2. Support leasing of premises at a discount of \_\_\_\_\_%

[ ]  3. Conclude a cooperation agreement for the organisation of the event