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

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

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| **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