

User Regulations

In accordance with the Collegium Helveticum's main tasks, priority for the two event rooms at the Semper Observatory (STW) is given to events by the Collegium as part of its fellowship and event program.

External events (representative or cooperation events) require approval by the Collegium's director. 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. Cooperation events with supporting universities or other cooperation partners (e.g., other cultural or academic institutions) are possible in exceptional cases. For cooperation events, first contact Mario Wimmer with a proposal for a cross-disciplinary event.

These user regulations are the basis for the use of Collegium Helveticum's premises, specifically the historic Semper Observatory (STW) (see ETH [Nutzungsbedingungen](#)). The director of the Collegium Helveticum decides on the use of the STW.

The organizer is responsible for the setup and resetting of the rooms to the original layout.

Decision and usage conditions

- Events organized by early-career and senior fellows enjoy free use of premises and the technical equipment available.
- External events (incl. representative or cooperation events) require approval by the Collegium's director.

Reservation process for external events

- Representative events:
 - The external reservation request form (for representative events) is binding and must be completed.
 - Only the rooms specified in the designated reservation request form can be used.
- Cooperation events:
 - Reach out to Mario Wimmer with a short preliminary proposal.
 - If a possible cooperation is approved by Mario Wimmer, a reservation request form (for cooperation events) will be supplied, which is binding and must be completed. A more detailed proposal may further be required at this stage.
 - Only the rooms specified in the designated reservation request form can be used.

Facilities for external events

- Available facilities include an unstaffed cloakroom (entry hall) and toilet facilities (ground floor and basement).
- All relevant information regarding rooms and technical possibilities, see [Information on External Event Requests | Collegium Helveticum \(ethz.ch\)](#)
- The organizer's key will be available in the mailroom (on your left after entering through the main entrance door) in the "Eventbüro" mailbox in an envelope after consultation with the Events Office. Please return the envelope with the key to the "Eventbüro" mailbox at the end of the event.
- 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 disabled parking space available on the graveled courtyard that surrounds the building.
- Due to its listed status, the historic building of the Collegium Helveticum (Semper Observatory) is not optimized for accessibility, especially with regards to mobility devices. If you require assistance or have specific accessibility-related questions, please contact eventoffice@collegium.ethz.ch. We will do our best to make a visit possible. Please visit [our website](#) for detailed information on the accessibility of the building.
- A limited amount of paid ETH parking spaces is available in the vicinity of the building. The Collegium will, however, not be able to assist with reserving, finding, or organizing parking. Neither is the Collegium able to validate parking or purchase parking tickets on your behalf. Tickets for ETH parking spaces can be purchased at specific machines, of which there are several within walking distance of the building. For more information on ETH parking, prices, and location of ticketing machines: <https://ethz.ch/staffnet/en/service/mobility/parkierung.html>.

Liability

- Organizers are responsible for the proper handling and return of equipment.
- Equipment defects must be reported immediately to eventoffice@collegium.ethz.ch.
- Damages or losses will be charged. 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 (i.e., application for approval from the [ETH-Servix](#) office) and bear costs.
- STW main entrance: If the event takes place outside of the regular STW opening hours (Mon-Fri 08:00-18:00), an additional closing order for the main entrance door of the STW (door designation "+STWB=TUE10") must be obtained via Hans-Ruedi Schiess (hansrudolschiess@ethz.ch) (with cc to eventoffice@collegium.ethz.ch).
- Responsibilities include SUIA licenses, performance rights, and copyright fees.

Catering

- For external events, catering services by SV Service (ETH Polyterrasse) are the responsibility of the organizer and is only possible in the Rudolf Wolf Room (for a maximum of 20 people) and can be combined with the Entrance Hall (for a 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. Contact info: 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 and ensure access to exit routes.
- ETH Emergency Center:
Internal telephone: 888
External telephone/mobile phone: +41 044 342 11 88
- Please leave the premises in the same condition as you found them. The organizer is responsible for closing and locking all doors and windows after the event. Please ensure that the standard setting (see the notice in the RWS and MER) is restored.
- Smoking is not permitted in the STW observatory.