

Definition of “Sponsorship for a Third-Party Event” Supplement to Regulations on Room Use and Event Policy

1. Background:

The Regulations on Room Use (Article 3) distinguish between three categories of room use. These categories have a direct influence on the permit obligation and obligatory fees:

- a. ordinary use: no permit or fee required; (e.g. farewell lecture, small symposium)
- b. extraordinary use: subject to permit and generally free of charge; (e.g. anniversary event of an association, conference)
- c. third-party use: subject to a permit and fee. (e.g. annual conference of the Swiss Mathematical Society)

For category c., the Regulations on Room Use specify the following:

Paragraph 4: Third-party use Article 9

Purpose of third-party use

Rooms may be made available for third-party events. Priority will be given to events geared towards education and the dissemination of scientific knowledge.

In practical terms, this means that third-party events must have a direct relationship to and/or benefit for the ETH. **To demonstrate this, third-party events require the sponsorship of an ETH-internal body.**

2. Sponsor:

The following bodies can act as sponsors:

- a. Members of the school board
- b. Head of the departments of ETH Zurich
- c. Professors^{1, 2} at ETH Zurich
- d. Leader of the Administrative Departments
- e. Managing Director / CEO of ETH Zurich Foundation
- f. Managing Director of ETH Zurich industry relations

¹ Ordinary, extraordinary, assistance and adjunct professors

² Professors emeriti cannot act as sponsors

3. Role of sponsors

The party agreeing to act as a sponsor does not just express interest in an event, but also assumes a certain responsibility towards the ETH regarding the content and organisation of the event.

Assumption of responsibility: The sponsor ...

- assumes responsibility for ensuring that the event is suitable both politically and in terms of content for the ETH and that it has a direct or indirect benefit for the ETH.
- ensures that the event organiser is a serious institution.
- ensures that the event is not purely for commercial purposes.
- ensures that the event conforms with the terms and conditions of the Regulations on Room Use.
- plays an active part in the content of the event.
- assumes a certain organisational responsibility for the occasion and supports the event organiser in its implementation.

It is explicitly not desired that university bodies act as sponsors solely out of goodwill towards the event organiser.

4. Sponsor agreement:

The sponsor confirms in writing or by e-mail that he/she/it agrees to act as sponsor, thereby signalling that he/she/it accepts the requirements set out under point 3. The sponsor is referred to by name in the permit for an event.

5. Fees/room rental fees:

A third-party event with a sponsor does not equate to an ETH event. This means that fees for room use generally still apply.

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Enclosure:

[Regulations on Room Use \(only in German\)](#)