

The VAC Lounge is a space available for use to all members of VAC or PSA.

The rental of the space includes access to:

- Lounge space
- Gas grill (with gas)
- Foldable tables and benches
- Bluetooth music speaker

Please read the following guidelines to book and use the lounge.

VAC Lounge Booking SOP

1. Confirm that wished date is free on the booking calendar (on VAC website or Calendar Link)
2. Request wished date via google form (or email) to the lounge master
3. Wait for confirmation email from lounge master (pre-approval)
4. Apply for event permit at [ETH Permits](#) (see below for example)
 - a. Use email confirmation for this step (upload printout to application)
 - b. Permit processing takes about 2-3 weeks maximum so apply with enough time
5. Upon permit approval, forward permit to lounge master **for definite confirmation of booking**
 - a. **No permit no booking**
6. Arrange date for key handover and payment of deposit and rental fee **in cash only**
 - a. Deposit 300 CHF
 - b. Rent Fee 30 CHF

VAC Lounge Use

The lounge is rented under a trust agreement. Meaning please return everything tidy, clean and in the place you found it.

The use of the grill and the gas is included in the rental fee. Gas should be resupplied by our managers. During handover, please check the gas supply levels.

The ETH permit decides on what specifically can be done on the premises (like grilling or noise). So you must read and follow the rules on said permit (please specify correctly what you will be doing during your event to get the correct permissions).

Once your event is done, clean the tables and grill if used (cleaning supplies should be available in the shack¹).

Final step, [please fill this final form](#) to finish the handover and notify the lounge managers.

Deposit is handed over once key and area is returned good state. Any damage, no cleaning or complaint filed from ETH Facility services will result in partial or total loss of deposit (this will be done at discretion of the VAC board)

¹ If not available, **any purchases made related to gas supply or cleaning** may be refunded upon presentation of a valid purchase receipt (for VAC members only).

Servix Form for Permits

This is an example form filled out in chronological order. Pay attention to the highlighted fields. Ensure your data is entered correctly

Application

Please select the Application type for which you want to enter your application:

Application Type

Needs

I need ...
☒ **Permit**
☐ Event consulting or support
☐ a specific service
☐ Participant registration
☐ Event technology
☐ Campus Channels
☐ Student Helpers

Further Information ...
[Permit application at ETH](#)
[Event organisation](#)
[Participant/Abstract management](#)
[Overview Communication Channels](#)
[Price list student helpers](#)

Contact Information

Salutation

First Name Last Name

Main Phone Email

Information on the event

☒ Internal ☐ External

Title

Details

Recurring Event ☒ No ☐ Yes

Please note the following:
For "recurring event", a "Yes" can be set if only the service "permit" was selected in the first section. If further services are required, such as a "student helpers" or selective support from the event management team, then please click "No" here.
By "recurring event" we mean series of events during a calendar year, based on the same, simple event concepts.

Start Event End

CONTINUE

Application Request

Application Status

Applicant is ☒ Organizer

Contact Details Organiser

University / Company Department / Organisation

Salutation Title

First Name Last Name

Address

ZIP Code City

Main Phone Email

Mobile

On-Site Contact is ☒ Organizer

Information on the event

☒ Internal ☐ External

Title

Details

Relation to ETH

Estimated Participants Website

Venue

Already Reserved ☐ No ☒ Yes ☐ E-No Reservation ☐ Internal VAC Booking ☒

Maximum Capacity of Lounge is 100

Setup Start	<div><div></div>01.06.2025</div> <div><div></div>14:00</div>	Setup End	<div><div></div>01.06.2025</div> <div><div></div>15:00</div>
Start	<div><div></div>01.06.2025</div> <div><div></div>15:00</div>	Event End	<div><div></div>01.06.2025</div> <div><div></div>18:00</div>
Cleanup Start	<div><div></div>01.06.2025</div> <div><div></div>17:30</div>	Cleanup End	<div><div></div>01.06.2025</div> <div><div></div>18:00</div>

Is one of the following topics discussed?

No Yes

Nuclear Power

Politics

Animal Testing

Nanotechnology

Religion

Climate Research

Genetic Engineering

Weapons/Military

Migration

Other

Drones

Target Group

Insert your own

Participating VIPs

Previous Events

Facility Management

Catering Planned?

Yes, with warm meals

Storage Space needed

No

Wardrobe?

No wardrobe needed

More than 25 parking lots?

No

Events Section Included?

No

Comments

Specify if BBQ GAS grill is intended to be used

Attachments

Plan 1

Program

Security Concept

Event Concept

Flyer

Additional 1

Upload Email Booking Confirmation

Additional 2

Event Acceptance

No file uploaded