1. Ask yourself:

* What type of room do you need to work in, or where do you have to pick up an item?

**Equipment (Ausleihe)**
- Workshops
- Studios
- Ateliers
- Offices
- Library

Please report to those in charge of the space and make a reservation to use a room or an appointment to pick up items.

**Workshops**
Please contact those in charge.

Complete list below and via this link: https://werkstaetten.hfk-bremen.de

**Equipment (Zentrale Ausleihe)**
- Christian Meyer
  - christian.meyer@hfk-bremen.de

**Equipment for Onlineclasses (Ausleihe)**
- Farah Nammar
  - fnammar@hfk-bremen.de

**Library**
- Agnes Knütter
  - tbkunst@suub.uni-bremen.de
  - 0421-9595 1209 (Mo, Tu, Th 10-12 Uhr)

**Studios, Ateliers and Offices**
- Room Reservations Team
  - raum_kud@hfk-bremen.de

**Workshops**
For appointments in the workshops, please contact the persons in charge:
- Bronzeguss- und Metallwerkstatt
  - Harry Heimsoth
  - h.heimsoth@hfk-bremen.de
- Digitale Medien
  - Jukka Boehm
  - j.boehm@hfk-bremen.de
- Film- und Videowerkstatt
  - Alexandra Portele
  - aportele@hfk-bremen.de
- Fotowerkstatt
  - Matthias Schneege
  - m.schneege@hfk-bremen.de
- Interaction Lab
  - Markus Walthert
  - m.walthert@hfk-bremen.de
- Keramik- und Glasurlabor
  - Ute Fischer
  - u.fischer@hfk-bremen.de
- Manueller Druck
  - Bogdan Hoffman & Marion Bösen
  - b.hoffmann@hfk-bremen.de / m.boesen@hfk-bremen.de
- Mode CAD Werkstatt
  - Martina Schöbel
  - m.schoebel@hfk-bremen.de
- Modellbauwerkstatt
  - Karl Strecker
  - k.strecker@hfk-bremen.de
- Modewerkstatt
  - Nicole Essig & Brigitte Stadler
  - n.essig@hfk-bremen.de / b.stadler@hfk-bremen.de
- Werkstatt elektronische Experimente
  - Alexandra Portele
  - aportele@hfk-bremen.de
- 2D Werkstatt
  - Volker Marschhausen
  - v.marschhausen@hfk-bremen.de
- 3D Werkstatt
  - Marcus Liebich
  - m.liebich@hfk-bremen.de

**Druckerpool**
- druckerpool@hfk-bremen.de

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2. You’ve made a reservation or an appointment, and now know what day you have to go to Speicher XI.

Then please fill out the online-form and make sure to note all of the rooms and times. Your completed form must be received no later than one working day before your appointment. Late room reservations cannot be processed, unfortunately! You will need to complete an online-form for each day.

3. What happens in Speicher XI?

3.1 On the day of your appointment, please report to the reception desk when you arrive at Speicher XI.

3.2 Please have your student ID ready, since you will have to leave it on deposit. (doesn't apply to teaching).

3.3 You now have access to the booked rooms.

**Check-Out**
Please sign out at the reception desk when you leave the Speicher XI and pick up your student ID.

Any questions? The Room Reservation Team is happy to help you!
raum_kud@hfk-bremen.de

Drawings: Lui Kohlmann