



## Indian Institute of Technology Kanpur

### Requisition Form for Auditorium/ Lecture Halls

#### 1. Details of the Event:

<b>Name:</b>	<b>Duration:</b>
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#### 2. Details of Requisition:

S.No	Name Of Facility	No. of Persons	Date		Time
			From	To	
1	Auditorium				
2	Auditorium Open Lawns				
3	Auditorium Foyer				
4	Audi. Prayer Hall				
5	Lecture Hall No.				

#### 3. Other Requirements:

<input type="checkbox"/> Air-conditioning <input type="checkbox"/> Collar Mike <input type="checkbox"/> Others (specify)
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#### 4. Bill(s) to be settled by:

<input type="checkbox"/> Indenter <input type="checkbox"/> Department
<input type="checkbox"/> Project No.....

#### 5. Indenter's Profile:

Name		Designation	
P.F. No.		Department	
E-mail		Signature*	
Contact No.		Forwarding by HOD	

\* See overleaf for guidelines

#### 6. Approvals:

Certified that the bill be charged directly to my Project a/c No.: Or Salary account	Certified that the bill be paid by DR(F&A) from the department budget	Approved as Institute Activity
Project Co-ordinator	Head of Department	Dy. Director/ Director

**For office use only**

<b>Status of Booking</b>	<input type="checkbox"/> Confirmed <input type="checkbox"/> Not Confirmed	<b>Regn. No.</b>
Asst. Caretaker	Manager	Administrator-In-Charge

## Norms & Guidelines for Users

- ❖ This booking is purely provisional and can be cancelled at any time due to the circumstances that the authorities deem as fit.
- ❖ Duly filled-in requisition forms should be submitted at the Reception of VH during office hours on all working days.
- ❖ Period of booking should also include the days for rehearsal/ cleaning before and after the actual event.
- ❖ Bookings will be done **on First-Come-First Served** basis.
- ❖ **No Telephonic bookings/ cancellations will be entertained.**
- ❖ **Indenters to make their own arrangement for Projection facility.**
- ❖ Priority is given to Institute activities followed by Departmental and Project related activities and other entitled groups.
- ❖ Smoking, consumption of Narcotics/Alcoholic drinks etc is strictly prohibited in the premises.
- ❖ Cleanliness of the premises must be maintained at all times during use. Walls, floors, doors etc. should not be disfigured with notices, posters or marks of any kind. In particular, spitting out paan is strictly prohibited.
- ❖ Any damage to furniture, walls, window glass, audio system etc. shall be charged.
- ❖ Once the activity is over, it is the user's responsibility to get the auditorium cleaned. An advance may be paid by the organizer for getting the cleaning
- ❖ All equipment rented from outside/ owned by the renting organizer should be removed from the premises immediately after the last performance.
- ❖ Prior permission for use of AC is required separately from Dy. Director/ Director at the time of booking of auditorium.
- ❖ Prior permission of Dy. Director/ Director is required for using Audio- video system.
- ❖ Prior permission for using chairs, tables, mike or any others equipment of auditorium. Moving table chairs from their original location is not allowed..
- ❖ Food and beverages may be sold outside the auditorium but not allowed inside the lobby, auditorium and green room.
- ❖ Prior permission from Dy. Director/ Director/ Estate office is required for using Refrigerator, Electric oven Coffee machine etc. An extra charge has to be paid for using the same( as per rates prescribed in )
- ❖ Cooking may be allowed outside the building (Shop'C side). If it is raining, the adjacent area can be used.
- ❖ No vehicles are allowed in the premises of the auditorium.
- ❖ All charges are to be paid in cash/local cheque/credit card by the Indenter at the Finance Wing , IIT Kanpur.