

UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING

Guidelines for Booking the Auditorium

UCSC Auditorium

The proposed multi-purpose auditorium is housed on the 4th floor of the new building at the UCSC has theatre style seating with approximately 325 seats downstairs and 98 seats in the balcony located in the 5th floor.

The stage is structured in a way that it can be easily adapted to multitude of functions i.e. conferences, lectures, presentations and even drama and music performances.

The University of Colombo School of Computing Auditorium is one of the modern Auditoriums in Sri Lanka. The Auditorium is UCSC's pride and joy and located in the heart of Colombo 7.

The Auditorium built within the University of Colombo School of Computing building complex is the best to serve the UCSC population and seating capacity of the Auditorium's main theatre is 423. Its interior architectural finishing's wood veneered and fabric-wrapped acoustic paneling, along with carpet flooring. The design of the building is very contemporary; its dynamism is expressed through the unique sweeping curved roofs. The UCSC Auditorium's dynamic form of the Auditorium symbolizes UCSC's desire to be a world class University in the new millennium.

Equipped with the state of the art Audio Visual Technology, the Auditorium is the prime choice for any event may it be Professional Lectures, Conferences, Convocations, Arts & Cultural Ceremonies or Concerts.

LOCATION

University of Colombo School of Computing
No. 35, Reid Avenue,
Colombo 00700,
Sri Lanka.

SEATING CAPACITY IN THE AUDITORIUM

There are 423 seats

Main floor	-	325 seats
Balcony	-	98 seats

AUDIO AND IT EQUIPMENT IN THE AUDITORIUM

- JBL Line Array Sound Reinforcement System powered by Crown mixer and power amplifiers.
- Production inter-area Communication System.
- State-of-the-art Digital Podium with HD AV Media Control System
 - Digital podium integrated with computer system of desired configuration, touch interactive panel, amplifier, speakers, goose-neck microphones etc. many input/output ports such as USBs, VGAs, HDMI, LAN, XLR etc. are available.
- UHD 4K Black-magic 4 Video Camera System.
- 10,000 Lumens short throw Laser projection system with a mounted 24*18 feet (30 inches diagonal) motorized screen.
- Black-magic Video editing control system.
- Full-featured AV Media Controller System.

- Lighting System.
- Dual channel live video streaming for YouTube and Facebook

GENERAL RULES

1. The Auditorium will primarily be booked for the Academic activities such as Lectures, Seminars, Conferences, Convocations, Symposium, Workshops etc. or activities related to the academic and commercial professions. The priority of the booking of the Auditorium will be given to UCSC and UoC activities.
2. The Auditorium will not be booked for any political/ religious activities, holding of elections of societies and private events of any organization or society, etc.
3. There are 423 seats in the Auditorium. A few seats in the first row of the Auditorium are reserved exclusively for the senior officials/observer(s) of the academy or organizer or for handicapped and disabled persons/audience.
4. The auditorium will be initially booked for 4 hour or 8 hour block. Additional 1 hour shall be granted for 4 hour block, whereas, additional 2 hours shall be granted for 8 hours block and will be charged for the additional hours. If the booked hours exceed 5 hours in 4 hour block, then it will be considered as an 8 hour block.
5. An additional service charge is applicable for the total booking cost, depending on the package selected and whether the event is on a working day during office hours OR on a working day after office hours, weekend and public holidays.
6. **A power backup (generator) shall be hired from an outside party, the cost of such service shall be added to the total cost of the event, if it is required.**
7. **The finalized agenda for the Auditorium event has to be provided at least 5 working days before the event, to get prepared for the smooth functioning of the event.**
8. **Any changes to the event must be informed at least 5 working days before the event only by the responsible officer of the organizing party. The requirements produced 5 working days prior to the event will be considered as the final by UCSC.**
9. Children below 8 years of age are allowed only with their parents/attendants in the Auditorium. No infant in arms shall be admitted to any event.
10. All reservations will be made on prescribed form only. Verbal/telephonic reservations will not be allowed. Open area/ green area/ garden near the Auditorium cannot be booked or used for activities. UCSC reserves the right to refuse booking of Auditorium or to revise the Auditorium booking charges at any time without assigning any reason.
11. **Any damages made to the Auditorium fittings and fixtures or to any other UCSC recourse during the course of use, the UCSC shall charge the value of the loss/damage caused from the refundable deposit of 30% of the total cost and will refund the balance amount. The value of the loss/damage caused will be decided by the Management of UCSC.**
12. UCSC will not be held responsible for any losses/damages of the properties of the hiring organization used in the performance or kept in the Auditorium premises.

13. Organizers are advised to take care of conference material/technical equipment/personnel belongings, as UCSC is not responsible for their safety.
 14. Posters/Banners of publicity will not be allowed to be stuck on any portion of the Auditorium, but will be allowed at the designated space specified outside the Auditorium. Posters or notices are allowed only in Foyer, outside the Auditorium. No banner, poster or advertising material will be permitted on or about the premises without prior written approval of the UCSC at least 5 working days before the event.
 15. It is the duty of the organizers to ensure and to prove that the necessary license for using the premises to hold a performance/function, meeting, seminar, conferences, etc. has been obtained from the relevant authorities, and that prior written permission from the copyright/intellectual property rights owners has been obtained for the performances to be staged. The organizers shall be responsible to pay all the copyright/intellectual property rights royalties, if any or applicable.
 16. The organizers should obtain the permission of the UCSC prior to the performance of the event and will be responsible for the maintenance of law and order, traffic control etc. inside and outside the University of Colombo.
 17. No vehicle will be allowed for parking inside the compound or just opposite to the main entrance except at the authorized parking space.
 18. No extra lights or microphones or audio-video equipment will be installed by the organizer without prior permission. Any other facility to be used other than provided will require prior permission from the Auditorium in-charge and charges may be levied on the same if extra electricity, water is involved in the use of the facility.
 19. No unauthorized personnel shall be admitted to the machinery plant rooms, store rooms, technical control rooms of the Auditorium area.
 20. No unauthorized person shall be admitted to handle the stage technical appliances such as digital podium, or operate the stage-lighting consoles, sound reinforcement consoles, laser projector control, motorized screen control, camera system and the air-conditioning plants.
- 21. Food and beverage, water bottles, backpacks and college back bags are strictly prohibited inside of the Auditorium.**
22. Smoking, drinking of alcoholic drinks are strictly prohibited in the premises of the University of Colombo. The organizer booking the premises shall ensure that the rules are not violated. In case of violation, the security deposit will be forfeited and legal action will also be taken.
 23. Lighting the oil lamp inside the Auditorium is not permitted.
 24. Designated spaces have been marked out for floral decorations. Only floral decorations are allowed. Display of goods/products is not permitted inside or outside the Auditorium.
 25. No firework will be allowed within the premises of the Auditorium, UCSC and the University of Colombo. The UCSC is legally responsible for enforcing the fire safety regulations in the venue within the UCSC premises.

26. For any mis-happening/incident/medical emergencies during the program, the responsibility will be that of the organizer. No medical facility is available in the UCSC premises.
27. In view of the prevailing security environment during the event, organizers of the programme are to nominate designated representatives for identifying delegates and guests to ensure that only invited persons are allowed to attend the programme.
28. In case of the organizer is unable to use the booking venues due to any mechanical/electricity failure or on account of riot/fire/earthquake or an act of war or act of God, UCSC will not be liable for any loss suffered by the booking organization and the organizer will cooperate with the staff of UCSC.
29. Organizers are requested to avoid making noise inside and outside the meeting venues and strictly adhered to the time slot allocated for the booking.
30. Organizers are requested to avoid overcrowding in the hall and premises. Invitees are strictly limited to the seats available inside the Auditorium.
31. No external furniture is permitted into the Auditorium. The furniture inside the Auditorium should not be shifted to any other place.
32. For the avoidance of doubt, UCSC shall have access to all the areas of the premises at all times during the period of hire.
33. No organizer shall have control over any staff of the University. Any disagreement with any member of the staff or misbehavior on the part of the staff shall be reported to the Director of the UCSC.

TARIF RULES

1. All booking reservations for the Auditorium will be made on the prescribed form only. Verbal/telephonic reservations will not be permissible.
2. After approval from the UCSC Management, the 30% refundable deposit of the total booking cost has to be paid to reserve the time slot and full booking charges must be paid 5 working days before the event.
3. An additional service charge is applicable for the total booking cost, depending on the package selected and whether the event is on a working day during office hours OR on a working day after office hours, weekend and public holiday.
4. At the point of reserving the time slot, the organizers are advised to reveal the required UCSC resources and to collect the Performa invoice.
5. The charges for booking and security deposit are to be paid by cash or through cheque in favor of "Advanced Digital Media Technology Centre – UCSC". Cash to be deposited to the Shroff counter of UCSC from 8.00 am to 3.00 pm on working weekdays.

6. A cancellation of an event can be done, but shall be charged as mentioned below.

15 days or more before the event	Nil
Within 14 days for the event	The refundable deposit (30% of the total amount) will not be refunded.

7. A change of date or time for an event shall be allowed once, subject to availability and an administrative charge of 10% of the total cost is payable.

8. **The damage, if any, made to the Auditorium fittings and fixtures or to any other UCSC recourse during the course of use, the UCSC shall charge the value of the loss/damage caused from the refundable deposit of 30% of the total cost and will refund the balance amount. The value of the loss/damage caused will be decided by the Management of UCSC.**

CATERING

1. Catering services can be hired from any panel of caterers/agency as approved by UCSC.
2. Lunch or any other refreshment, edibles etc. will not be permitted inside the Auditorium.
3. Organizers are required to ensure that catering facilities are strictly followed and to keep the premises clean after the event is over. Appropriate action will be taken in case of any deviation.

Declaration: We agree to abide by all rules, terms & conditions imposed in this document			
Signature		Company Stamp (Company stamp of the Company making the booking)	
Name			
Designation		Date	