



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

REQUSITION FOR BOOKING OF AUDITORIUM / CLASS ROOM

1. Name of Authority / Person / Organization:
2. Booking will be made in the name of DEAN / HOD / HOS / HOC / Faculty / Staff
Name: Employee Code:
Designation: Dept./Cen./Sch./Sec.:
Mobile No.: email:
3. Details of Programme / Function to be held:
4. Name of the Auditorium / Class Room(s) requested for booking.....
a)AC facility required (Yes/No)..... b)AV facility required(Yes/No).....
5. Period of booking with Date and Time:
6. **Whether the booking is on payment basis, YES / NO**.....
(if NO, please state details as per Office Order No. Estt./617/2018 dated 4th October 2018 & Office Order No. Esst./721/2018 dated 6th December 2018)
7. Other relevant information (if any).....

Note: The bill will be raised in the name of the employee as in the Sl. No -2 above.

I/We declare that I/We accept all the terms & conditions framed by IIT Kharagpur for booking of Auditorium/Class Room given in the overleaf and in the event of any damages during the said programme I/We shall meet the expenses as may be calculated and claimed by the Institute.

I/We agree to pay the service and other charges to IIT Kharagpur in advance and in the event of exceeding the time limit of booking. I/We also agree to pay the additional amount within seven days of the receipt of the bill.

Name & Signature of Dean /HOD / HOS / HOC/President TSG/
with Seal

(Signature of the Applicant)

For Office use Only

Name & Designation.....

Dept./Cen./Sch./Sec.:

Emp. Code/ Roll No.:

Mobile No. :

Email:

Please see overleaf for terms & conditions.

Terms and Conditions for Booking of Auditorium / Seminar Hall/ Class Room

1. No poster / bill / banner etc. to be pasted on the wall anywhere in the institute building / Auditorium / Seminar Hall/ Class Room etc.
2. All food Items (including Tea, Coffee, Cold drinks etc.) is strictly prohibited inside the Auditorium/ Seminar Hall / Class Room etc.
3. If there is any such violation, the Institute will have to impose a penalty besides recovering the cost towards damage caused to the building/property etc.
4. The participants / audiences should keep the inside as well as the outside foyer space of the Auditorium / Seminar Hall / Class Room etc. clean.
5. The applicant has to arrange to clean the booked premises at their own cost after the function otherwise the expenses for cleaning the premises shall be charged additionally from them.
6. The outside party/organization permitted for booking should send the list of invitees at least one week before the programme/event to the Security Officer of the institute with a copy to the Registrar.
7. Whether the Workshop / Seminar / Symposium for which bookings are requested are sponsored programmes or not? The same should be clearly mentioned.
8. Invitations / participants beyond the seating capacity of the Auditorium / Seminar Hall / Class Room etc. as given in the table below should not be made.

Sl.	Name of the Auditorium / Hall / Class Room	Seating Capacity	Revised Charges (in Rs.)			
			For Outsider / Private Party		For Employees / Students / Insider	
			for 4 hours	for 8 hours	for 4 hours	for 8 hours
1.	Bhatnagar Auditorium (F-116)/ Raman Auditorium(F-142)	300	3000	4500	2000	3000
2.	S - 301 / S - 302		2000	3000	1500	2500
3.	V1 / V2 Class Room	359	3000	4500	2000	3000
4.	V3 / V 4 Class Room	179	2000	3000	1500	2500
5.	Nalanda Class Room (up to 4 rooms with AC)	4*120 or 240	8000	12000	5000	8000
6.	Nalanda Class Room (per room without AC)	120	1000	1500	500	800

9. Request for use of Netaji Auditorium must be routed through Vice-Chairman, Technology Film Society.
10. The Institute functions will take priority over the programmes organized by outline agencies.
11. In all cases the Institute reserves the right to refuse permission, or to withdraw permission already given, for the use of the above facilities, without assigning any reasons for such refusal or withdrawal.
12. The booking charges have to be deposited in advance.
13. Services of the Audio Visual Cell are subject to a separate requisition (available at the CWISS office and A.V. Cell office and Vikramshila at V-I) to be steered to the Chairman, CWISS by the user/Organizer of the programme directly at least 48 hours before commencement of the programme mentioning programme details and requirements of the Audio Visual facilities.
14. Cancellation charges will be 25% of the booking charges if cancelled before 15 days & 50% of the booking charges if cancelled within 15 days from the day of the programme/event.