



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
Indian Institute of Technology Guwahati
 Guwahati - 781 039

Form No.
Gym/04

REQUEST FOR Booking of space / facility at New SAC

Name(s) and Roll No. (s) of the Indentor (s)			
I) Programme Details (Dept/Centre etc.)			
II) Hostel Details (Hostel name, Room No.)			
Purpose of using the space / facility at New SAC Building			
<u>Details of booking</u>	From	To	<u>No. of Days</u>
Date :			
Day :			
Details of the spaces required at New SAC Building-			
A. Details of Room(s) :			
B. Details of Hall(s) :			
C. Details of Free Space(s) :			
D. Any Other :			
Agreeing to abide by the Rules & Regulation of the New SAC Building	: Yes / No. (Please tick mark)		
Recommendation/ Remarks from the Head / Chairman / Faculty In Charge of the concerned Dept./ Centre / Board /Committee (as the case may be)	<p style="text-align: right;"><i>Signature of the applicant with date</i></p> <p>Name : _____</p> <p>Contact Phone /Cell Phone No.: _____</p> <p>e-mail ID : _____</p>		

NOTE : Request for booking should reach the SA section atleast 7 working days before the day of proposed function.

For Office Use

Sl No. _____

Community Hall Allotted	As per Booking Option _____
Period	From to = (Days)

Dealing Assistant

Assistant Registrar (SA)

Approved by Competent Authority

Copy to : a) SSO (Security Office), b) I/C, New SAC Building

Rules & Regulations regarding use of Space / Facility at New SAC :

1. The indenter (s) must be student (s) of the Institute. The indenter (s) can use the facility only for the interest of the students.
2. For booking the same the indenter (s) should submit the Indent to the Office of the Students' Affairs after filling up the prescribed format with necessary recommendation from concerned HoD/HoC/Chairman/Faculty In Charge. Before submission of the said indent, the indenter shall first check with the office of the Students' Affairs about the availability of the space.
3. Duration of day will be confined upto 09.30 pm (night).
4. Request for booking should reach the SA section at least 7 working days before the day of proposed programme.
5. Any type of sound/noise pollution due to powered sound system playing or sound full fireworks will not be permitted in the New SAC premises. These types of process are strictly prohibited.
6. Prior to and immediately after using the Hall/Room/Free Space, cleanliness and maintenance of Hygienic condition around Building campus is the responsibility of the user.
7. Any person (guests/ relatives/ members of user) found under the influence of alcohol or any intoxicating drugs during occasion should not be allowed to enter into the New SAC premises.
8. Any type of alteration of electrical fittings/ concrete structure of the New SAC building will not be allowed.
9. For smooth functioning, the applicant should intimate the Security Office of the Institute by an application with the approved copy of Indent.
10. Facilities like catering services, additional furnishings, serving foods etc are not permitted with New SAC premises. Services permitted by the Competent Authority will only be allowed.
11. The user/ indenter (s) should take adequate precaution so that no fire hazard occurs.
12. Each Space / Facility under New SAC has certain individual rules & regulations. The user / indenter must have to abide by those rules & regulations also in addition to above rules.

Sd/- AR (SA)