



**REQUEST FOR Community Hall-I** (near B-type Qtr)

Name(s) of the Applicant							
Designation(s) of the Applicant Department & Address(s)							
Purpose of using the Community Hall [State the purpose with justifications]							
No. of Guest [1. Student, 2. Staff, 3. Faculty, 4. Others]	1 <input type="text"/> + 2 <input type="text"/> + 3 <input type="text"/> + 4 <input type="text"/> = Total <input type="text"/>						
Details of booking :							
Day	From(Date )			To (Date )			Days:
	D	M	Y	D	M	Y	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Booking for <b>Community Hall</b>	(Please tick mark )						
(A) Community Hal (excluding Rooms)	(A) Fixed charge for (a) Rs. 500/- per day						
(B) Community Hal (including one Room)	(B) Fixed charge for (a) Rs. 600/- per day						
(C) Community Hal (including two Rooms)	(C) Fixed charge for (a) Rs. 700/- per day						
Rules & Regulation of the Community Hall (for details) Please turn over (PTO) whether acceptable.	: Yes/ No.						
Remarks, if any :	<i>Signature of the Applicant with date</i>  Name : _____ Designation :Dept/Sec./Centre : _____ Phone No. / e-mail ID, if any : _____						
Recommendation of the Community Halls Management Committee							

*NOTE : Request for booking should reach the Committee atleast 7 days before the day of proposed function.*

**For Office Use**

**Sl No.** \_\_\_\_\_

Community Hall Allotted	As per Booking Option _____
Payment made by cash vide memo no. date	Amount Rs. _____ vide Cash Receipt No. _____ Date _____
Period	From _____ to _____ = _____ (Days)
Allowed up to	

\_\_\_\_\_  
*Head of Section (Establishment)*

**Copy to** a) AR (Establishment), b) SSO (Security Office), c) I/C Maintenance Cell, d) AE(C) – for information

## **Rules & Regulations for using the Community Hall :**

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1. Total area of the Community Hall near A & B type quarter is approx. 1000 sqm which is consisting of big open space/hall with two rooms besides the stage with attached bathrooms & toilets having all necessary electrical fittings. On the backside of the building, there are separate toilets for ladies and gents. The open hall including the stage has been provided with 20 nos. of ceiling fans and 20nos. of tube lights. There have been provision of plug points for using stand fans/ other electrical gadgets as per necessity
2. The applicant must be employee of the Institute. The applicant can use the community hall for the functions related to his/her own or his/ her dependants or close relatives (viz. on occasion of marriage/ birthday /etc.).
3. For booking the same the applicant should submit the Indent to the Designated Committee in the prescribed format. After approval of the same by the Committee, the applicant shall have to pay the fixed charge of **Rs. 500/- (Rupees five hundred only) for Community Hall (excluding two rooms besides the main stage)** to the Finance & Accounts Section of the Institute. For using the attached two rooms of the community hall, the user will have to pay Rs. 100.00 per room per day. For example, if the applicant requires the community hall including two rooms with attached bathrooms & toilet. In that case the applicant will have to pay Rs. 700/- per day.
4. Duration of day will be confined upto 11.00 pm (night) and exceeding the time limit will be counted as next day. In that case, the user will have to make extra payment for one day.
5. Request for booking should reach the Committee at least 7 days before the day of proposed function.
6. Any type of sound/noise pollution due to powered sound system playing or sound full fireworks will not be entertained in the community hall campus. These types of process are strictly prohibited.
7. Before using the Hall, cleanliness and maintenance of Hygienic condition around Hall campus is the responsibility of the user.
8. 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 campus.
9. Any type of alteration of electrical fittings/ concrete structure of the Community Hall will not be allowed.
10. For smooth functioning, the applicant should intimate the Security Office of the Institute by an application with the approved copy of Indent.
11. For other facilities (viz. catering service, decoration, furniture, drinking water, manpower), the applicant/user will have to make own arrangement and will be responsible for maintaining cleanliness throughout.
12. The user/ applicant will have to make the arrangement for disposal of garbage after functioning. Garbage should be dumped to the dustbins properly.
13. The user/ applicant should take adequate precaution so that no fire hazard occurs.

**Sd/- AR (Establishment)**