



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

FORM No.
APPL/02

REQUEST FOR COMMUNITY HALL-II (NEAR MANAS HOSTEL)

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 Community Hall				
Details of booking		From	To	No. of Days
	Date			
	Day			
Charges for use of Community Hall (Booking Option)	A) Only the hall = Rs. 500/- per day B) Hall plus one room = Rs.600/- per day			
Agreeing to abide by the Rules & Regulation of the Community Hall-II as detailed overleaf	Yes / No. (Please tick)			
Recommendation/ Remarks from the Head / Chairman / Faculty In Charge of the concerned Dept./ Centre / Board /Committee (as the case may be)	<u>Signature of the indentor with date</u>			
	Name : _____			
	Contact Phone /Cell Phone No.:_____			
	e-mail ID : _____			
NOTE: Request for booking should reach the SA section at least 7 working days before the day of proposed function.				
<u>For Office Use</u>				
SI 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)			

Forwarded by dealing official / AR (SA)

Approved by Competent Authority

Copy to: a) SSO Security Section
 b) I/C Maintenance Cell

RULES & REGULATIONS REGARDING USE OF COMMUNITY HALL – II

1. Total area of the Community Hall near Manas Hostel 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 sufficient nos. of ceiling fans and of tube lights. There have been provision of plug points for using stand fans/ other electrical gadgets as per necessity
2. The indenter (s) must be student (s) of the Institute. The indenter (s) can use the community hall generally for functions arranged in the interest of the students.
3. **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 hall and then pay the necessary charges (as applicable) to the Finance & Accounts Section of the Institute.**
4. **Duration of day will be confined upto 10.00 pm (night).**
5. Request for booking should reach the SA section at least 7 working 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. **Prior to and immediately after 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/ indenter (s) will have to make the arrangement for disposal of garbage after functioning. Garbage should be dumped to the dustbins properly.**
13. **The user/ indenter (s) should take adequate precaution so that no fire hazard occurs.**

Sd/-
AR (SA)