

**DEPARTMENT OF CIVIL ENGINEERING, I.I.T ROORKEE, ROORKEE**

**BOOKING FORM FOR O.P. JAIN AUDITORIUM**

Charges (Notification No. IITR/Gen/Rates-revision/B-OPJAN/6480 dated 19 April, 2011)						
	Institute/Department/Student Activities			Outside Agency Activities		
	Rent (Rs. per day)	Service Charges (Rs. per day)		Rent (Rs. per day)	Service Charges (Rs. per day)	
		Working Day	Non Working Day		Working Day	Non Working Day
	NIL	1,500.00	2,000.00	10,000.00	2,500.00	3,000.00

**Refundable Security** : Rs 2,000.00 for students activity and Rs. 10,000.00 for outside agencies.

**Timings**: 9:00 A.M. to 8:00 P.M. on working days and 9:00 A.M. to 5:00 P.M or 2:00 P.M. to 8:00 P.M on non- working days.

**Payment**: Advance by cash or cheque (cheque in favor of Dean SRIC, IITR)

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| Date of Booking | Day & time of activity | Activity | Booked by |
|-----------------|------------------------|----------|-----------|
|                 |                        |          |           |
|                 |                        |          |           |

Facilities required : Audio Visual ☐ LCD Projector ☐  
 No. of Chairs & Tables are required on the stage: .....

**UNDERTAKING**

- (i) No catering, cooking and serving of food/tea shall be allowed inside the Auditorium.
- (ii) Booking authority will be responsible to any type of damage or losses of any asset of O.P. Jain Auditorium during activity and the amount will be recovered from the booking authority.
- (iii) For the electricity supply, a due prior approval of Estate & Works (Electrical Section) shall be attached with this form. No private agency shall be engaged in arranging electric connection inside the auditorium.

(Signature of Student) if student activity  
Contact No.:

(Signature of booking authority with seal)  
Contact No.:

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(For office use only)

**The booking of O.P. JAIN AUDITORIUM is confirmed from .....to .....Total**

**day/ days ..... Bill No.....dated.....Amount (Rs.).....**

**Security deposit Rs.....**

**(Member B&M Committee)**