***Revised on March 03, 2020***

**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 (Signature of booking authority with seal)

Contact No.: 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)**