

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

Security deposit Rs.....

(Member B&M Committee)