

## Application for Reservation of Auditorium, Faculty of Agriculture

(Please read the instructions carefully overleaf before fill in the booking form)

1. Applicant Name : .....

Registration no (If applicant is student) : .....

2. Name of the Committee/Society/Department: .....

3. Contact No : .....

4. Date of the Programme : .....

Time : From : ..... To : .....

Hours : .....

5. Details of Programme : .....

(Please annex Invitation)

6. Are you inviting Outside People/invitees : YES / NO (If 'YES', Proper dress code is mandatory)

7. Expected Facilities :

Air conditioner	Yes (    )	No (    )
Multimedia Projector	Yes (    )	No (    )
White board	Yes (    )	No (    )
Sound System	Yes (    )	No (    )

8. Pre Arrangement Time From : ..... To : .....

Date : .....

I wish to book the Auditorium as per the instruction given overleaf.

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Date

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Signature of the Applicant

**To be signed if the applicant is a student;**

If the programme will be conducted by Students / Students society, the recommendation from Senior Treasurer/ Staff in charge and Senior Students Counselor / Faculty Proctor should be obtained.

Booking is Recommended / Not Recommended .....

Senior Treasurer / Staff in charge

Booking is Recommended / Not Recommended .....

Senior Students Counselor / Proctor

Booking is Approved / Not Approved .....

Dean of the Faculty

Auditorium is **already reserved/available for reserving**

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Date

.....

AR/ Agriculture

Permission is **granted/not granted** to use the auditorium

.....

Date

.....

Dean / Agriculture

## Instruction for Reservation of Faculty of Agriculture Auditorium

1. Permission will be granted to use auditorium maximum of 08 hours.
2. Do not damage any movable immovable property at the stage as well as at the Auditorium.
3. No staff will be provided by the Dean's Office/Faculty of Agriculture for any arrangements/assistance.
4. Applicant should take responsibility if any damage occurs, during the program, and the value of property will be recovered from refundable deposit.
5. No permission will be given to serve short eats or drinks inside the Auditorium.
6. Do not use flammable items inside the auditorium eg: candle, matchbox, removal of fixed curtains, driving, nails on the wall and reshaping the stage will not be allowed without permission.
7. Applicant who reserves Auditorium for drama and cultural program should remove their belongings once the programme is over.

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**Dean/ Agriculture**