



ALAGAPPA UNIVERSITY

(A State University Re-accredited with 'A' Grade by NAAC)

KARAIKUDI 630 003

PROFORMA FOR BOOKING THE UNIVERSITY AUDITORIUM TO BE USED ONLY BY UNIVERSITY DEPARTMENTS

1.	Name of the Department	
2.	Booking for	
	a. L.CT.L. Palaniappa Chettiar Memorial Auditorium	<input type="checkbox"/>
	b. University Convocation Hall	<input type="checkbox"/>
	c. University Seminar Hall	<input type="checkbox"/>
	d. University Old Auditorium	<input type="checkbox"/>
3.	Name of the Program	
4.	Funded by (University / Others) (Please mention)	
5.	Names of the Chief and Other Guests / Speakers	
6.	Expected No. of Participants	
7.	Whether Lunch /Dinner will be provided for participant	Yes / No
8.	Dates on which auditorium is required	From : To:
9.	Timings	From: To:
10.	Names and Telephone No. of Contact Persons	1. 2.
11.	Name of the Guarantor for safeguarding the property / Indemnifying any loss	
12.	Please mention additional facility, if any, required.	

TERMS AND CONDITONS

1. Eatables, drinks, chewing of betel leaf (paan) will not be allowed inside the auditorium.
2. Tea / Snacks / Lunch / Dinner will be allowed to be served only in the lawn adjacent to the auditorium with prior intimation.
3. If any loss or damage is reported by the auditorium Manager, recovery will be made from the concerned Department/College/Centre.
4. Entry of anti-social elements will not be allowed inside the auditorium.
5. Arms or any other inflammable materials will not be allowed inside the auditorium.
6. Smoking/Crackers/ Use of liquor are strictly prohibited.
7. No posters, stickers, wall papers etc. shall be pasted inside and outside the wall of the Auditorium/Chairs and no pins shall be used in the Stage Screen of the Auditorium.
8. The neatness should be maintained in and around the auditorium.
9. The wastage of water and electricity is to be avoided.
10. If the programme is sponsored by any funding agency, the rent is fixed as follows:

Name of the Auditorium	Amount (Rs.)
L.CT.L. Palaniappa Chettiar Memorial Auditorium	10000.00
University Convocation Hall	10000.00
Convocation Seminar Hall	4000.00
Old Auditorium	2000.00

I / We hereby agree and undertake to observe all the instructions in connection with the use of the Auditorium

Date: _____ Program Secretary _____ Head of the Department _____

FOR OFFICE USE

Auditorium	Date	Available	Not Available
a) L.CT.L. Palaniappa Chettiar Memorial Auditorium			
b) University Convocation Hall			
c) Convocation Seminar Hall			
d) University Old Auditorium			

Orders are requested to give permission to
..... to utilize the
.....
on.....

Junior Assistant

Assistant Engineer (Elec.)

Assistant Engineer

Finance Officer

Registrar

Vice-Chancellor