



## INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Rupnagar, Punjab-140001, India

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### Facility Booking Form

Name & Address of Organization: \_\_\_\_\_

Name of person booking the facility: \_\_\_\_\_ Email Id: \_\_\_\_\_

Contact Details: (Office) \_\_\_\_\_ (Mob) \_\_\_\_\_

Event: Date \_\_\_\_\_ Time: from \_\_\_\_\_ To \_\_\_\_\_

Purpose/Details of Event: \_\_\_\_\_

Number of participants: \_\_\_\_\_

**Facility required for booking:** []

- Lecture Hall Complex–M3 ( ) M4 ( ) M5 ( ) M6 ( ) Foyer ( )
- Auditorium (740 Capacity) - Full ( ), Only Foyer ( )
- Sports Facilities - (Cricket Ground)/(Football Ground)/(Hockey Ground)

**Charges for booking of facilities:**

Sr. no	Facility	Private parties & outside agencies	Govt./Semi Govt. Agencies/ PSU	IIT Ropar (in house sponsored projects)
<b>LECTURE HALL COMPLEX</b>				
1.	Classroom (M5/ M6) having 150 seating capacity	15000 (full day) each	10000 (full day) each	7000 (full day)
	Classroom (M3 / M4) having 100 seating capacity	10000 (full day)each	7000 (full day) each	5000 (full day)
	Foyer	15000 (full day)	10000 (full day)	7500 (full day)
<b>AUDITORIUM</b>				
2.	Complete Space (Hall and foyer)	50000 (full day)	35000 (full day)	25000 (full day)
		30000 (half day)	20000 (half day)	15000 (half day)
	Only foyer (Open space)	20000	10000	5000
<b>SPORTS FACILITIES</b>				
3.	Cricket Ground	10000 (per day)	8000 (per day)	No charges
	Football Ground	3000 (for 3 hrs)	2500 (for 3 hrs)	No charges
	Hockey Ground	3000 (for 3 hrs)	2500 (for 3 hrs)	No charges

GST @\_\_% will be charged extra.

NOTE:

- Charges@10% will be applicable for cleaning and maintenance charges/ staff deployment.
- A refundable security deposit of Rs 5,000/- will be extra (which shall be refunded after inspection by Security Office).
- The charges are subject to the actual electricity charges/consumption intimated by Estate and Maintenance section of the Institute.
- Total Approx. payable as advance is Booking Charges (applicable GST) + 10% +Security Charges+80% of approx. electricity charges

We agree to the terms and conditions listed overleaf.

\_\_\_\_\_  
(Name & Signature)

**FOR OFFICE PURPOSE**

**FACILITIES SECTION**

Booking form received on \_\_\_\_\_

Hospitality Supervisor (Facilities)

DR /AR (Facilities)

**CONCERNED SECTION**

It is Confirmed that the venue \_\_\_\_\_ is available on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

Section Name: \_\_\_\_\_

Dealing Assistant (Sign.)

Section Head (Sign.)

**ESTATE AND MAINTENANCE SECTION**

Approx. charges of Electricity as per above request: \_\_\_\_\_

AE (E&M)

(Facilities Section may inform the concerned person regarding payable Advance Amount and if person agrees (through written communication) to pay then final approval of the Competent Authority may be taken).

Registrar

Facilities Section may inform the concerned person about the advance payment.

<b>ACCOUNTS SECTION</b>		
Amount received	₹	
<b>Dealing Assistant</b>	<b>JAO</b>	<b>AR /DR (A/c)</b>

### POST EVENT

<b><u>ESTATE AND MAINTENANCE SECTION</u></b>	
Actual charges of Electricity incurred for the event: _____	AE (E&M)
<b><u>SECURITY OFFICE</u></b>	
The space provided and the belongings are in order, the security money deposited to the organization/ Institute may be returned.	Security Office
<b><u>ACCOUNTS OFFICE</u></b>	
Total Charges _____ Advance payment made: _____	
Amount payable/refundable _____	

**Registrar**

## General Terms and Conditions

1. All bookings are to be made through written request detailing event specifics, including target audience and total footfall.
2. Following receipt of written communication, the tentative booking shall be done subject to fulfilling other conditions. On approval of the request, intimation will be issued from the Registrar office, IIT Ropar and necessary advance must be paid as per the intimation from the Registrar office, failing which the tentative booking shall be cancelled.
3. The Institute events will be accorded highest priority (for which bookings should be made at least one month in advance), followed by the events conducted by the institute faculty members or student gymkhana (for which bookings should be made at least two months in advance), which are followed by the events of external users (for which the bookings should be made at least three months in advance.) Bookings outside these windows are subject to availability and will be confirmed on the first come, first served basis, subject to satisfying other conditions.
4. The booking of the entrance area of the auditorium complex is permitted and charges are to be paid separately.
5. Number of occupants (identified delegates or invitees) in the auditorium shall not exceed the prescribed seating capacity.
6. Fireworks of any kind is not permitted in any part of the campus.
7. IIT Ropar assumes no responsibility for theft/loss of personal belongings.
8. The organizers shall inform Registrar office about the visit of VIPs to the event in advance giving the details of the event and the list of VIPs.
9. Our telephone number, email id, names of Institute staff shall not be published either in print or in web-page as contact for providing details of your event.
10. The authorized staff-members of the IIT Ropar shall have the right to enter any part of dais, green rooms and auditorium during any time of an event for the purpose of overseeing/ inspection/ security.
11. Lighting of oil-lamps is permitted only on the stand provided for the same. Placing flower bouquets/pots/garlands is permitted only on the designated parts of the dais. This must be discussed in advance with the administration of auditorium complex.
12. Cultural event must be performed or arranged within the auditorium. Foyer areas cannot be used for orchestras, dancing or any other type of programs. Exhibition stalls shall be installed only in the designated places, height of any stall should not exceed 8 feet. Usages of adhesive based mat/carpets is not allowed for any purpose anywhere in the auditorium complex. Only non- adhesive mats should be used in the stall designated places for the purpose of assembling the stall.
13. IIT Ropar has parking space for about 150 small cars and 200two wheelers. Organizer shall have to make alternate arrangements beyond the permitted limits. Parking shall be done only in the designated area. Parking of vehicles on the roads in and around the venue is strictly prohibited.
14. Venue must be handed over in the condition in which it was occupied i.e. clean condition.
15. Only ready-to-install stalls/banners/backdrops are permitted. Carpentry and welding work in the premises are strictly prohibited. Banners/ branding of the event must be done strictly at designated place only. Arches, buntings, and cutouts having event related details can be fixed outside at any part of the area allotted for the event.

16. It is mandatory on part of the organizers to provide the security office & Registrar office details concerning the number of delegates, foreign delegates' participation and other information as may be deemed necessary from the security point of view at least 2 weeks before the event.
17. Violation of any of the above-mentioned rules may incur a penalty of Rs. 5,000/- per violation, per day.
18. Any exception to the above stated policy norms requires approval from the Director, IIT Ropar.
19. Director IIT Ropar reserves the rights to cancel the booking / event, under exigencies, at any time without assigning any reasons.
20. All legal disputes are subject to the jurisdiction of Ropar/Rupnagar Court Punjab only.

### **Dos and Don'ts for using the Facilities in CC and the Institute Club.**

#### **DOs**

1. Always switch off the lights when not in use.
2. Keep the premises neat and clean.
3. Park your vehicle at the designated parking place only.
4. While playing the DJ/Music system, please keep the volume at low level. Please understand that many residents are residing in the neighborhood of the facility. Hence, utmost care must be taken not to disturb the normal sound levels in the area. Failure to adhere to the basic commonsense commitment will result in complete stoppage of the music and confiscation of the security deposit against noise pollution.

#### **DON'Ts**

1. Do not spit inside the facilities of the Club/CC.
2. Do not paste decorative items on walls of the club and inside the rooms.
3. Do not damage the property of the Club/CC.
4. Do not harass or use abusive language for the staff working in the Club/CC.
5. Consumption of alcoholic beverages/smoking/spitting of Pan Masala is strictly prohibited inside the Club/CC premises and will be penalized.
6. Possession of any arms/weapons inside the campus is strictly prohibited.
7. In view of the environment inside the campus, use of firecrackers is strictly prohibited.