**SAC AUDITORIOM BOOKING FORM**

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1. Name

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1. Designation

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1. Department /Individual

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| From:- | To:- |

1. Timings

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1. Date on Which booking required
2. Purpose

**Guidelines for use of SAC Auditorium**:

1. Badminton synthetic court shall be fully covered up by any other means/materials which is /are appropriate and available for safety and durability the facility (Synthetic Court).
2. Entry and Placement of table, chair or any other similar items/materials be prohibited on the synthetic badminton court area.
3. Storage, consumption of food items or arrangement of any such facility are all time prohibited inside SAC auditorium.
4. Operation Timings: 06.00 AM to 10.00 PM
5. Organizers shall handed over the approved copy in advance into the Maintenance section and Estate section for smooth co-ordination at least one day prior to the scheduled date.
6. If any damage cause to any item, the applicant will be liable to pay damage as assessed by the Estate Section.

I u I/we undertake that I/we shall be responsible to maintain the guidelines as provided above if approved during the

 Specified period.

Signature of Applicant with Date: Recommended by HOD/Section/Centre/Faculty Advisor

Contact No.

Students Activity & Sports Officer &

I/C Student Activity Centre

Approval from Dean (Student Welfare)