

## Form for Room booking

Date:

1. Name of the Faculty/Staff :
2. ID No. :
3. Department :
4. Required Room :
5. Date(s) & Time for Booking :
6. Purpose :

### Declaration: -

1. The allocated room will be returned as previous condition.
2. The keys will be collected from security by producing id card.
3. I/we take responsibilities for any damages to the infrastructures.
4. Penalties and Liabilities

Issue	Penalty (₹)
Room not cleaned/returned properly	5,000
Food or drinks inside the hall	10,000
Key lost/damaged	10,000 or actual replacement cost (whichever higher)
Damage to furniture/AV equipment	Actual repair or replacement cost as per Institute rules
Other damages	Will be decided by Dean of Academics

5. Remuneration for the Technician, Attender, and Housekeeping Staff must be paid in advance. Please pay the charges as per the table given below.

<b>Service</b>	<b>Working Days (after 5 PM per hour)</b>	<b>Holidays (per day)</b>
Attender /Housekeeping	₹217	₹1,736
AV Technician	₹317	₹2,536

I \_\_\_\_\_ (Name of the Faculty/Staff), ID No. \_\_\_\_\_  
of Faculty/Staff of \_\_\_\_\_(Program), hereby declare that I have read, understood,  
and agree to abide by the guidelines and rules. I commit to the above-mentioned introduction and  
regulations set by the institution regarding the use of Lecture Hall Complex classrooms and other facilities.

**Faculty /Staff Signature**