

# GURU JAMBHESHWAR UNIVERSITY OF SC. & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)

'A' GRADE NAAC Accredited



## University Works Department

### REVISED POLICY ALONG WITH STANDARD TERMS & CONDITIONS FOR USAGE OF CH. RANBIR SINGH AUDITORIUM

Sr. No	Description	Maintenance charge per day (up to 8 hours) In Rs.
<b>1.</b>	<b>Main Hall (1800 Seater)</b>	
	(i) For Private Registered Academic/Business/Social Organizations/Institutions	<b>1,35,000.00</b>
	(ii) Rehearsal Charges per day	30,000.00
	(iii) For Other Centre/ State Govt./ Semi Govt. Departments	<b>80,000.00</b>
	(iv) Refundable Security	50,000.00
<b>2</b>	<b>250 Seater Seminar Hall</b>	
	(i) For Private Registered Academic/Business/Social Organizations/Institutions	<b>60,000.00</b>
	(ii) Rehearsal Charge	10,000.00
	(iii) For Other Centre/ State Govt./Semi Govt. Departments	<b>30,000.00</b>
	(iv) Refundable Security	10,000.00
<b>3</b>	<b>125 Seater Seminar Hall</b>	
	(i) For Private Registered Academic/Business/Social Organizations/Institutions	<b>30,000.00</b>
	(ii) Rehearsal Charge	5,000.00
	(iii) For Other Centre/ State Govt./Semi Govt. Departments	<b>10,000.00</b>
	(iv) Refundable Security	<b>10,000.00</b>
<b>4</b>	<b>Crush Hall (Exhibition Hall at GF) Independent for Private Registered Academic/Business/Social Organizations</b>	30,000.00
	For Other Centre/ State Govt./Semi Govt. Departments	<b>15,000.00</b>
<b>5.</b>	<b>Main Hall + Seminar Hall 250 Seater Hall + 2 Nos Seminar of 125 Seater each + Crush Hall</b>	
	(i) For Private Registered Academic/ Business/ Social Organizations/ Institutions	<b>2,25,000.00</b>
	(ii) Rehearsal Charge	25,000.00
	(iii) For Other Centre/ State Govt./Semi Govt. Departments	<b>1,10,000.00</b>
	(iv) Refundable Security	75,000.00

#### STANDARD TERMS & CONDITIONS :

##### **For Maintenance charges of Ch. Ranbir Singh Auditorium:**

- 1. Processing fee is required with the application to process the case, which will be adjusted if programme is carried out and will be forfeited if booking is cancelled by the applicant. Process fee will be as under:**

**Main Hall (1800 Seaters) = Rs. 15000/-, Seminar Hall-I (250 Seaters) = Rs. 10,000/- & Seminar Hall-II&III (125 Seaters) = Rs. 5,000/-.**

2. The Ch. Ranbir Singh Auditorium is primarily meant for use for various functions relating to academic and research, students' welfare, employees' welfare, cultural functions and other co-curricular activities of the University. Therefore, the University functions/seminars etc., the use of Auditorium, Seminar Halls/Crush Halls will be allowed free of charges by the Vice-chancellor on the specific recommendations of Dean Students Welfare (for function of the students of several departments routed through Chairperson/Dean concerned), Chief-Warden (for function of the hostel students), Dean (for the students of the faculty) and Chairperson (for departmental function).
3. Ch. Ranbir Singh Auditorium may, however, be allowed, on commercial basis, by the competent authority to be used by other Private Registered Academic/Business/Social Organizations/Institutions also, which may be subject to the condition that the concerned user will procure the NOC from the District Administration for organizing their such Programme in advance.
4. The user willing to use the Ch. Ranbir Singh Auditorium shall be required to submit an application (at least 15 days in advance of any event/programme) for booking on the prescribed form as per Annexure-A and an Affidavit as per Annexure-B along with an advance payment through demand draft only as per rates approved. If the booking is cancelled by the user after depositing requisite amount with the University Works Department, amount as follows will be deducted from the booking amount or will have to be deposited in the Accounts Branch separately on account of cancellation of booking:

Main Hall (1800 Seaters)	= Rs. 15,000/-,
Seminar Hall-I (250 Seaters)	= Rs. 10,000/-
Seminar Hall-II&III (125 Seaters)	= Rs. 5,000/-.
5. An amount of Rs. 10,000/- per hour for Main Hall, Rs. 5000/- per hour for 250 seater seminar hall and Rs. 2500/- per hour for 125 seater seminar hall and Crush hall will be charged for the use of the Auditorium beyond 8 hours. The user(s) shall pay the extra charges in cash failing which the same will be recovered from the refundable security already deposited.
6. The user(s) shall ensure that the number of their guests does not exceed the capacity of Ch. Ranbir Singh Auditorium Main Hall and other seminar halls. No extra seat shall be allowed to be placed in the Seminar Hall/Auditorium.

7. The user(s) will be responsible for safety and security of the Ch. Ranbir Singh Auditorium property during the function. If any damage is done to any item/equipment or any theft is noticed in the Ch. Ranbir Singh Auditorium during such use, the user(s) shall bear the cost of damage/theft. This cost shall be deposited in cash failing which the same will be recovered from the refundable security.
8. If the cost of damage/theft exceeds the amount of refundable security, the security shall be forfeited and excess amount shall be paid by the user(s) in cash.
9. The user(s) shall abide by all the rules and regulations and other terms and conditions, revised from time to time, for booking/use of the Ch. Ranbir Singh Auditorium.
10. The booking shall be subject to availability of the Ch. Ranbir Singh Auditorium on any day and its final approval by the Vice-Chancellor.
11. In the event of unfortunate co-instances, the University shall have the right to cancel the booking.
12. The user(s) shall be responsible for keeping the premises of the Ch. Ranbir Singh Auditorium neat and clean, and to hand over the Ch. Ranbir Singh Auditorium to the official meant for checking of the duties.
13. The user(s) shall not use the Ch. Ranbir Singh Auditorium for the purpose other than what is mentioned in the Application Form.
14. The user(s) shall not use the Ch. Ranbir Singh Auditorium and/or its premises for screening/ presentation of any objectionable activity like pornographic scenes/files.
15. In case, any tax/levy in respect of the function / activity is required to be paid, the user(s) shall pay the same.
16. The user(s) shall be entirely responsible for any risk or damage to life or property of any person (organizers, performers and audience or spectator). The University shall not bear any cost towards such losses / damages.
17. VVIP Lounge of the Ch. Ranbir Singh Auditorium shall not be allowed for use by any outside agency and shall not be considered as part of the Auditorium for the purpose.
18. The actual cost of furniture articles etc. if damaged during the function shall be deducted from the refundable security deposited with the office of the Officer-Incharge of Ch. Ranbir Singh Auditorium.
19. The security demand draft will be refunded by the Officer-Incharge of Ch. Ranbir Singh Auditorium on satisfaction that no recovery is to be made on account of any damage etc.
20. The use of Auditorium Main Hall/Seminar Halls/Crush Hall will not be allowed for any political activities by the political parties.
21. The user shall have to intimate the name of VIP/Chief Guest

invited for the programme/function at the time of booking on the prescribed Performa.

22. The payment will be accepted only in the shape of Bank Draft/ Cash against university receipt. No cheque (s) will be accepted.
23. The University shall not be responsible for any failure of electricity, generator, air-conditioning plant etc. on account of any unforeseen reasons, technical or otherwise.
24. The actual cost, at market rate to be assessed by University Works Department of any damage(s) caused to any property of the University viz. furniture, fixture etc. at the time of organizing the functions will have to be made good by the organizers.
25. The vehicles shall have to be parked only at the place specified for the purpose.
26. No extra facility shall be provided by the University to the user of the venues except that are made available by the University.
27. No interior decoration in the Auditorium Complex i.e. Main Hall, Seminar Halls & Crush Hall shall be permitted.
28. No cooking will be made in pantry of Crush Hall. No table & chairs made of iron/steel of tent house will be allowed inside Ch. Ranbir Singh Auditorium.
29. Smoking is not allowed. Further, any inflammable material is not allowed to be carried inside Ch. Ranbir Singh Auditorium.
30. The decision, especially with regard to any required interpretation of rules, of the Vice-chancellor shall be final and the legal jurisdiction shall be limited to Hisar only.
- 31. No persons/students shall be allowed to bring/carry bag or any other article in the Auditorium building.**
- 32. Eatable items are not allowed in the Seminar Halls & Auditorium (Main Hall).**
- 33. These terms/conditions/Policy are to be followed in letter & spirit by all. However Vice-Chancellor may relax the maintenance charges in special circumstances by recording reasons, in case of Govt. Departments only.**

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**APPLICATION FOR THE BOOKING OF THE CH. RANBIR SINGH  
AUDITORIUM**

(To be submitted at least 15 days in advance of any event/programme)

1. Name and address of the Applicant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Name, Designation, Address and Telephone No. of the authorized person \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Requirement (Main Hall, Seminar Hall 1, 2, 3, Crush Hall, Complete Auditorium): \_\_\_\_\_
4. Date(s) of booking From \_\_\_\_\_ to \_\_\_\_\_
5. Duration of booking From \_\_\_\_\_ to \_\_\_\_\_ Hrs.
6. Purpose/nature of the function \_\_\_\_\_  
\_\_\_\_\_
7. Equipments required to be used during the function:

Sound system	Yes / No
Video Projection	Yes / No
Green Rooms	Yes /No

Signature of the Applicant  
(with office seal)

Officer-in-Charge of the Auditorium

## AFFIDAVIT

I/We \_\_\_\_\_ S/o D/o \_\_\_\_\_ Resident  
of \_\_\_\_\_ on behalf of \_\_\_\_\_ Do here by  
solemnly affirms and declare as under:

1. That the **Ch. Ranbir Singh Auditorium, GJUS&T, Hisar** will be used for organizing the function for Social, Cultural, Educational or some other noble cause and/or the purpose which has been stated in the application being submitted to the University.
2. That the programme to be organized by our Institution is not commercial.
3. That the sanctity and security as also cleanliness of the **Ch. Ranbir Singh Auditorium, GJUS&T, Hisar** will be maintained by me/us.
4. That no drugs/alcohol and other intoxicating material or any non-veg. will be allowed in to the Auditorium compound and no eatables, snacks or water shall be taken inside the auditorium by the audience and/or the organizers themselves.
5. That the \_\_\_\_\_ will be responsible for any damage and/or theft caused to the Auditorium/ its premises during the function/programme.
6. That the \_\_\_\_\_ will be fully responsible to compensate fully to make good loss or damage to any property, for any legal discrepancies/claims fines imposed by any authority for holding the function/programme. Organized in **Ch. Ranbir Singh Auditorium.**
7. That the \_\_\_\_\_ will abide all the rules and regulations framed by the University for the Operation use and maintenance of **Ch. Ranbir Singh Auditorium.**
8. The number of guests entering the Ch. Ranbir Singh Auditorium in Main Hall, Seminar Hall-I, Seminar Hall-II & III will not exceed 1800, 250 & 125 respectively and it will be our responsibility to identify them and to assist the Security in regulating their entry both to the Auditorium Compound and the Hall.

DEPONENT

Date:  
Place:

**VERIFICATION:**

Verified that the contents of the above affidavit are true and correct to the best of in knowledge and belief.

DEPONENT