

Instructions/Guidelines

1. Booking of the University Auditorium/Science-Hall will be allowed only for cultural/academic activities and auditorium/science hall will not be allowed for any other activity like celebration of Holi/New Year/Festival celebrations etc. However, the departmental farewell/freshers parties will be allowed in the Science Hall only but not in the auditorium.
2. No requisition for advance booking of Auditorium/Science Hall will be accepted prior to 15 days.
3. The students' organization recognized by the University (except regional Associations) can only book the Auditorium (except during vacation period) twice in a year and the booking will not be provided more than two days at a stretch. If any organization wants to book the Auditorium/Science-Hall for more than twice in a year, the special permission with user/maintenance charges @ of Rs. 2500/- per day in case of Auditorium and Rs. 1100/- per day in case of Science Hall will be charged from them subject to availability of the Auditorium/Science Hall.
4. Auditorium charges for other purposes are as under:
 - a) For the Academic Institutions within the State Rs. 5,000/- per day.
 - b) For the Academic Institutions outside the State Rs.10,000/-per day.
 - c) For other than Academic Institution(s) within the state Rs. 10,000/- per day.
 - d) For other than Academic Institution(s) outside the state Rs.15,000/- per day.
5. No outsider shall be allowed to enter in the booked premises and no disturbance will be created to the adjoining departments/offices and the programme will be conducted in a peaceful manner. Further, the cleanliness of the Auditorium/Hall would be ensured by the booking-authority and no refreshment/eatable items etc. will be served within the Auditorium or Hall. Any damage(s) whatsoever to the property including electricity, window -panes, chairs, seats, furniture, glasses and doors etc. will be charged from the person/booking-authority in whose name Auditorium is booked.
6. In case of any official function the booking of the University Auditorium shall automatically stand cancelled without any claim.
7. The permission of the Auditorium/Science Hall to Students' Central Association (SCA) will be granted free of cost 5 times in a year but not more than two days at a stretch.
8. Timings for duration of functions:

1st April to 30th September - 12.00 Noon to 08.00 P.M.

1st October to 31st March - 12.00 Noon to 06.00 P.M.
9. Any defaulting party/booking authority shall not be allowed for further booking in future.
10. The booking shall be allowed only on the specified proforma available in the University website.
11. All the powers for relaxation/exemption of above rules (for booking of auditorium only) will be vested with the Hon'ble Vice-Chancellor.
12. Incomplete requisition forms shall not be entertained.

HIMACHAL PRADESH UNIVERSITY
O/O DEAN STUDENTS' WELFARE

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REQUISITION FORM FOR THE BOOKING OF UNIVERSITY AUDITORIUM/SCIENCE HALL
(See Instructions/Guidelines Overleaf)

Please book the University Auditorium/Science-Hall (tick \checkmark) in favour of _____

Designation _____ Deptt./Address _____

1. Date on which Auditorium/Science-Hall is required: _____

2. Purpose: (Please specify clearly) _____

3. Timing for the booking: _____

4. Date on which application is submitted: _____

5. Payment of Auditorium/Science Hall Usage Charges (As per guidelines/norms overleaf)

Fee amounting to Rs. _____ remitted vide receipt No. _____ (Copy enclosed)
dated _____ in the University main Account No. 10091435340

Signature of the applicant

Recommendations of the Chairperson/Director
(In case of HPU students with seal)

Name, Department and Address :

Contact No.: _____

Approval of the Dean Students' Welfare
(In case of Science Hall)

Approval of the Hon'ble Vice-Chancellor
(In case of University Auditorium)

P.T.O.