



Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

University Order No: 19 (Est.) of 2017
Dated: 08.06.2017

Consequent upon the near to completion of the University Auditorium, the Hon'ble Vice-Chancellor SKUAST-J is pleased to constitute the following Committee for formulating the rules and regulations for allotment of University Auditorium:

S.No.	Name of the Officer	
01	Dr. Deepak Khar, PPMO & Incharge Estates Division	Chairman
02	Sh. Suresh Kumar Koul, Comptroller	Member
03	S. Iqbal Singh, Executive Engineer	Member Secretary
04	Dr. Manish Kumar Sr. Scientist I/c Data Centre	Member
05	Sh. Atul Mahajan, Asstt. Registrar Legal	Member

The Terms of Reference of the aforesaid committee are as under:

- to fix the rate of renting of the Main Hall and other spaces provided in auditorium. The rates proposed shall be in the prescribed format as annexed herewith as **Annexure- 1** and shall be worked out after calculating the cost of input and maintenance charges etc.
- to further process and finalise the enclosed draft proposal **Annexure-2** governing the rules and regulations for allotment of auditorium.
- to work out the possibility with the data centre for its online booking through our University Website and also upload the details w.r.t facilities available, infrastructural details, graphic view of auditorium, layout plan, booking procedure etc. or any other information as deemed relevant by the Committee
- to identify the bank account no. for maintaining the revenue realized on booking of auditorium and also frame the operational guide lines for the funds/incurring the expenditure out of this fund collected.

The committee shall submit its recommendations within fifteen days from the date of issuance of this Order.

Sd/-
Registrar

No: AUJ/Est./G-580/17-18/ 1292-1309.
Dated: 08.06.2017

Copy to:

- All Officers, SKUAST-J _____
- All Committee Members _____
- Incharge Data Centre for uploading this Order on University Web site.
- SVC for kind information of Hon'ble Vice-Chancellor.
- University Order file No: G-41.

Asstt. Registrar (Est.) 8/6/17

SKUAST

Chattria, Jammu, J & K 180 009, INDIA

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"Healthy Soils for a Healthy Life"

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Proforma for fixing rent of University Auditorium

Name of the Organization	Maintenance charges for Main Hall (₹)	Longue Charges			Gallery on 1 st Floor for exhibits (₹)	Security Deposit	
		VVIP for sitting	VIP for stay	Green rooms for Ladies, Gents & VIP suit		Main Hall (₹)	Other than Main Hall excluding Column IV (₹)
	I	II	III	IV	V	VI	VII
Constituents of the University such as departments, elected bodies etc.							
State, Central Govt. departments and bodies							
Govt. Educational Institutions							
Semi Govt., University departments in collaboration with other cultural, literary bodies							
NGOs, Registered Trusts, Pvt. Educational Institutions							
Commercial Organizations							

Draft proposal with respect to broader outlines for terms and conditions governing allotment of Auditorium

The following will be terms and conditions for allotment and use of Auditorium by the user:

1. Auditorium will be allotted on a day to day basis for the following purposes
 - a) For conduct of any educational/social/ college functions, seminars, symposium, workshop etc.
 - b) For conduct of programmes relating to cultural activities
 - c) For any other activity to be approved by the University authorities from time to time prior to conduct of the programme
2. The booking for use of auditorium for any of the above purposes can be done only 60 days in advance through prescribed form available in the website www.skuast.org. The facility of online booking of Auditorium is also available.
3. The booking for use of auditorium will be done with the check-in time in 8 a.m of the day of which the allotment has been made and the check-out time before 10 pm of the same day.
4. The rent charged for use of Auditorium will be as applicable as per the rates notified by the University from time to time. However, the Vice-Chancellor, SKUAST-J has all the powers for relaxation of rules for waiving of rental charges etc.
5. The University authorities reserves the right to revise the rent from time to time. Water charges, Electricity charges and other maintenance charges including statutory taxes are extra (Service Tax extra to be _ _ _ _).
6. The user will have to make their own arrangements for DG sets etc. in case the hall is rented for cultural activities.
7. The user after booking of the hall has to pay Refundable Security deposit with the University and will be refunded after vacating the auditorium and deducting damages/overtime charges, if any.
8. At the time of confirmation of booking the client needs to pay 100% of the amount by way of DD/RTGS/NEFT mode in favour of Comptroller, SKUAST-Jammu and the bank details of the same are as under:

Bank Details

Account Name	:	
Account No	:	
Bank Name	:	
IFSC Code	:	
MICR Code	:	
PAN No	:	
Service Tax No	:	
Luxury Tax No	:	
No cash or cheque will be accepted		

9. **Cancellation Policy:** The advance received for all the events are non-refundable and non-transferable. Cancellation must be advised to the University authority in writing only. In the event of a function being cancelled any deposits paid will be redeemed as follows:

“Where cancellation is made 30 days prior to schedule programmes, refund will be made after deducting 10% of the total amounts paid. If cancellation made less than 30 days refund will be made after deducting 25% of the total amount paid.”

10. Eatables and drinks in any form are strictly not allowed to be carried inside the auditorium.
11. Lunch, Dinner, Tea/coffee/snacks are to be served only outside the auditorium premises.
12. Consuming of Alcoholic beverages, smoking and use of premises for illegal purposes is strictly prohibited and if such incident comes to the knowledge of the University authority, the occupants will be vacated immediately without any reimbursement.

13. All the electrical equipments inside the auditorium will be handled only by the personnel commissioned by the University authorities for this purpose.
14. The users should not put up or erect any Shamiana or Pandal within the campus without prior permission of authorities.
15. The University authorities will be not accept any responsibility for damage or loss of the guest belongings of any nature what-so-ever lost/misplaced left in the auditorium prior to during or after the function.
16. The University will not be responsible for loss, theft damage or misplacement of items that are displayed or are /were in the possession of the guest, during the event.
17. The responsibility of loss/theft of any personnel belongings in the form of bags, purses, mobile phone, gift articles, cash packets or envelopes containing cash, Jewellery etc. during the function will be of the users only and not that of university authorities.
18. Subletting or transferring the reservation of the auditorium is not permitted.
19. Participants are expected to confine their movements only inside the auditorium, use the facilities available within and in the parking area and not in any other space of the University to avoid disturbances to the normal activities of the University.
20. The user shall be solely responsible for:
 - (a) Proper use of the auditorium, Furniture, fixture and fittings or properties of the institution.
 - (b) Any damage that may be caused to the Auditorium, furniture, fixtures and fittings or properties of the institution.
 - (c) Payment of all taxes including Municipal theatre tax or any state and /or Central Government tax /service tax leviable on the performance.
21. Under no circumstance candle, torches, diyas, incense sticks or other such inflammable materials be allowed in the auditorium premises even if it is a part of a drama or event. However, one lighting lamp would be allowed on the stage for the inaugural purpose only.
22. The user shall make his/her own arrangement for insurance cover for all types of risks for his own and third parties property and life. The University authorities does not accept any responsibility for any loss or damages to the property and life in what so ever manner of any liability towards him or third parties.
23. Parking will not be permitted within the Auditorium premises or on the road nearby, except in the car park provided exclusively for the users/visitors to Auditorium.

24. Air conditioning will be available one hour before the start of the show until the end of the show but not exceeding 3 hours per day totally for a 6 hours event. A 12 hour event will be given 6 hour AC totally for the event; the charges for both are included in the rental charges.
25. There will be no use of explosives, crackers, inflammable liquids such as kerosene, petrol etc. or the use of fire on the stage and auditorium.
26. The University authority does not permit:
 - (a) Clients to use nails, scotch tapes or pins to put up posters or banners on the panels, walls, pillars or the doors of the hall rooms and other parts of the structure of the premises.
 - (b) Locking/blocking of the fire exit doors with their equipments.
 - (c) Sawing or painting on walls, pillars, panels of any kind
 - (d) Moving of heavy equipments in the function rooms without proper protection for the floors.
 - (e) Tampering or removal of managements electrical or power installation.
 - (f) The use of flammable and explosive materials for visual display.
 - (g) Dumping of construction debris of any kind into the managements compactor or back service areas.
 - (h) All display materials like welcome signage; banner etc. within the banquet area requires the approval of the University authorities.
 - (i) Backdrop if any should be self-supporting and not on the wall of the stage.
 - (j) Location of any client's signage must be confined fixed within the function room premises.
 - (k) The client is liable for any damage caused to the property or equipment by the client or their guest attending the event.The University authorities reserves the right to recover cost of damage caused in the process of any violation of the above guidelines.
27. The University reserves the right to cancel the allotment of the auditorium at any time without assigning any reason. No damage can be claimed by the hirer or any other persons for such cancellations what so ever. The University reserves the right to refuse the booking of auditorium to any party without assigning any reason.
28. The organizers shall not issue ticket/invitation cards in excess of the seats available in the auditorium and print prominently on the tickets/invitation cards the following:

- (a) Entry to the Auditorium will be closed as soon as the hall is full: Handbags, Camera, Pagers, Helmets, Eatables, Drinks (including water bottles), and Fire Arms are not allowed inside the Hall.
- (b) Stay of labour/workmen will not be allowed in the Auditorium beyond the permissible time limit.
- (c) The organizer shall be responsible for the behavior and conduct of his workers. No worker without doubtful integrity or having a bad record shall be engaged by the organizer.

Note:

Auditorium is equipped with stage, sound and light equipment, Air-conditioning etc. for efficient services while every effort shall be made to maintain the services in order and shall not be responsible for any failure of breakdown or curtailment thereof.

Further for breakdown of water and electricity services, the university authorities shall not be made responsible.

No material will be allowed to be taken out of the Auditorium hall without the valid gate-pass obtainable from the officer authorized by the University. The applicant should ensure that all dues to have been paid and a clearance certificate obtained from the authorized person before any material is allowed to be taken out.

Booking/Reservation through the E-mail:

Sher-e-Kashmir

University of Agricultural Sciences & Technology of Jammu

Main Campus Chatha

APPLICATION FOR THE BOOKING OF AUDITORIUM

1	Name and address of the applicant	:	
2	If government organization, name of the department	:	
3	Contact No. (Phone/Mobile)	:	
4	E-Mail ID	:	
5	PAN No./I.D.No	:	
6	Date(s) of Booking/Reservation	:	
7	No. of days required	:	
8	Names of the facilities required	:	
9	Type of Programme	:	
10	Purpose of booking	:	
11	Additional space required	:	
12	Details of VIP Invitation if any	:	
13	Details of Payment if any	:	

Undertaking

I/we undertake to abide by the terms and conditions including the rates for hiring the auditorium and will maintain the decorum of Auditorium.

Signature of Applicant

Date:

Place: