



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

Notification No.28 (Est.) of 2017

Dated: 06.12.2017.

**Sub: Rules & Regulations governing allotment of Bawa Jitto Auditorium,
SKUAST-Jammu.**

As approved by the Competent Authority, detailed rules & regulations governing to allotment of Bawa Jitto Auditorium, SKUAST-Jammu are hereby notified as contained in Annexures I & II to this notification.

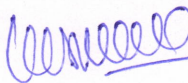
**Sd/-
Registrar**

No: AUJ/Est./G- 580/17-18/4031-4080.

Dated: 06.12.2017.

Copy to:

- All Officers of the University_____
- Chief Scientist, FSR/WMRC, Chatha
- All Incharge Stations/Sub-Stations/KVKs/CSS_____
- Incharge, Data Center, SKUAST-J for uploading on the University website. He is further directed to work out for its online booking through our University website and also upload the details w.r.t. facilities available, infrastructural details, view of auditorium, layout plan, booking procedure etc.
- All Dy. Registrars/Dy. Comptrollers_____
- All Asstt. Comptrollers/Accounts Officers_____
- SVC for the kind information of Hon'ble Vice-Chancellor
- Notification file w.3.s.c


6.12.2017
Asstt. Registrar (Est.)

Rules and Regulation governing for allotment of Bawa Jitto Auditorium

The terms and conditions for allotment and use of Auditorium by the users are as under:

1. Auditorium shall be allotted on a day to day basis for the following purposes:
 - a) conduct of any educational/social/ college functions, seminars, symposium, workshop etc.
 - b) conduct of programmes relating to cultural activities
 - c) 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 as indicated at Clause – I above can be done subject to availability of date and time. The booking shall be made on the prescribed form available on the University website www.skuast.org. The facility of online booking of Auditorium is also available.
3. The booking for use of auditorium shall be done with the check-in time at 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 shall will be 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 user after booking of the Auditorium has to pay **Refundable Security Deposit** with the University which shall be refunded deducting damages/overtime charges, if any after vacating the auditorium.
6. At the time of confirmation of booking the client needs to pay 25% of the amount by way of DD/RTGS/NEFT mode in favour of Asstt. Comptroller (Estates), SKUAST-Jammu.* The Bank details of the same are as under:

Bank Details

Account Name	:	Saving
Account No	:	1235040500000099
Bank Name	:	J&K Bank, SKUAST Branch, Chatha, Jammu
IFSC Code	:	JAKA0EAURSP
MICR Code	:	180051087
No cash or cheque will be accepted		

* The Asstt. Comptroller (Estates) shall maintain the account for maintaining income/expenditure under the following operational guidelines of the fund/account:

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- i) *All the income realized on account of the booking of Baba Jitto Auditorium, SKUAST-J shall be deposited in the separate bank account which shall be operated by the Estates Officer.*
 - ii) *The funds available in the account shall be exclusively used for the upkeep of the Auditorium.*
 - iii) *Such funds shall be utilized on rational basis.*
 - iv) *The Asstt. Comptroller (Estates) shall submit separately the detailed status of balance of funds to the Comptroller on monthly basis duly forwarded and authenticated by the Estates Officer.*
 - v) *Any other expenditure not concerning to the Auditorium upkeep shall be utilized only after seeking the approval from the Hon'ble Vice-Chancellor.*
7. Eatables and drinks in any form are strictly prohibited inside the auditorium.
 8. Lunch, Dinner, Tea/coffee/snacks shall be served only outside the auditorium premises.
 9. Consuming of Alcoholic beverages, smoking and use of premises for illegal purposes are strictly prohibited. If any such incident comes to the notice of the University authorities, the occupants shall be liable to vacate the auditorium immediately without any reimbursement.
 10. All the electrical equipments inside the auditorium shall be handled only by the personnel commissioned by the University authorities for this purpose.
 11. The users shall not put up or erect any Shamiana or Pandal within the campus without prior permission of authorities.
 12. The University authorities shall 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.
 13. The University shall 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.
 14. The responsibility of loss/theft of any personal belongings in the form of bags, purses, mobile phone, gift articles, cash packets or envelopes containing cash, Jewellery etc. during the function shall be of the users only and not that of university authorities.
 15. Subletting or transferring the reservation of the auditorium is not permitted.
 16. Participants are expected to confine their movements only inside the auditorium, the facilities available within/parking area and not in any other space of the University.

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17. 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.
18. Under no circumstances, candle, torches, diyas, incense sticks or other such inflammable materials shall be allowed in the auditorium premises even if it is a part of a drama or event. However, one lighting lamp shall be allowed on the stage for the inaugural purpose only.
19. The user shall make his/her own arrangement for insurance cover for all types of risks for his/her own and third parties property and life. The University authorities do not accept any responsibility for any loss or damages to the property and life in what so ever manner of any liability towards him/her or third parties.
20. Parking shall not be permitted within the Auditorium premises or on the road nearby, except in the car parking area provided exclusively for the users/visitors to Auditorium.
21. Use of explosives, crackers, inflammable liquids such as kerosene, petrol etc. or the use of fire on the stage and auditorium are strictly prohibited.
22. The University authorities do 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 inflammable and explosive materials for visual display.
 - (g) Dumping of construction debris of any kind into the managements complex or back service areas.
 - (h) All display materials like welcome signage; banner etc. within the banquet area require 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 shall be liable for any damage caused to the property or equipment by the client or their guest attending the event.

The University authorities reserve the right to recover cost of damage caused in the process of any violation of the above guidelines.

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23. 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.
24. 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 shall 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 shall 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 of doubtful integrity or having a bad record shall be engaged by the organizer.
25. 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.

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, however, the University shall not be responsible:
 - i) for breakdown of water and electricity services
 - ii) for any failure of breakdown or curtailment thereof.
- The applicant shall ensure that all dues have been paid and a clearance certificate obtained from the authorized person before any material is allowed to be taken out.

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APPLICATION FOR THE BOOKING OF BAWA JITTO AUDITORIUM

The Estates Officer
SKUAST-J
Chatha

Sir,

We request that reservation may please be made for the following:

Venue(s)	Date(s)	Time
Auditorium		
Main Hall		
VVIP for sitting		
VIP for Stay		
Green Room for Ladies & VIP Suite		
Gallery on 1 st floor for exhibits		

1	Name and address of the Department/Organization/Institution	
2	Mention the type of DEPARTMENT(Whether Central Government, State Government/Semi Government/NGOs or any other bodies	
3	Contact No. (Phone/Mobile)	
4	E-Mail ID	
5	Type of Programme/Activity	
6	Name of the Chief Guest/other dignitaries	
7	Time of Arrival of Chief Guest/Other dignitaries	
8	Admission whether by Ticket or by Invitation	
9	Details of Payment if any	
10	Additional Space required	
11	Any other facility required	

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.

Date:
Place:

Signature of Applicant