

Booking form for Kailasapathy Auditorium

Internal

(Please read the instructions carefully overleaf before fill in the booking Form)

1. Applicant Name :

Registration No (if applicant is student) :

2. Name of the organization society for which you apply :

3. Address of the organization society :

4. Contact No :

5. Date of the Programme :

Time : From : To:.....

Hours :

6. Details of Programme :

(Please annex Invitation)

7. Details of Payment :

Details	Amount	Receipt No
Payment for utilization (First 2 hours)	6000.00	
Additional every hour(6000.00 x)		
Refundable Deposit	10000.00	
Total		

8. Expected facilities :

Airconditioner	yes()	No()
Multimedia projector	Yes()	No()
White board	Yes()	No()
Speaker	Yes()	No()

9. Pre arrangement Details

Decoration

Stage	Yes()	No()
Front entrance	Yes()	No()
Niraikudam	Yes()	No()
Oil Lamp	Yes()	No()

Pre arrangement Time From : To :

Date :

I wish to book the Auditorium as per the instruction given overleaf

Date

Signature of the Applicant

Recommended / Not Recommended

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Senior Treasurer /Staff in charge

If the programme will be conducted by students / students society recommendation from Senior Treasurer/ Senior Students Counselor should be obtained.

Approved /Not Approved

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Senior Students Counselor

Permission is granted to use the auditorium

Date

Dean /Arts

Instruction for Reservation of Kailasapathy Auditorium

1. Permission may be given to use Kailasapathy Auditorium only on weekends.
2. Permission will be granted to use Auditorium minimum of 02 hours and maximum of 08 hours.
3. No Permission will be granted to handle electrical Appliances / switches especially Air conditioner belongs to Auditorium.
4. Do not damage any movable immovable property at the stage as well as at the Auditorium. Applicant should take responsibility if any damage occurs, during the program, and the value of property will be recovered from the refundable deposit.
5. Payment should be made to Account No 162-1-001-6-0000880 at the Peoples bank University branch.
6. No Permission will be given to serve short eats or drinks inside the Auditorium.
7. If electricity supply fails, alternative arrangement will be made by the University of Jaffna to provide electricity supply for lights and fans except Air-conditioner.
8. Do not use flammable items inside the auditorium eg: candle , matchbox. Removal of fixed curtains, driving nails on the wall and reshaping the stage will not be allowed without permission.
9. Applicant who reserves Auditorium for drama and cultural program should remove their belongings once the programme is over.
10. Permission will be allowed upto 7.15 pm to those who wish to decorate the Auditorium on the day before the programme.

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Dean/Arts