(General Branch)

A copy of the rules & regulations regarding booking of the University Auditorium has been approved vide Resolution No. 13 in the 21st Executive Council meeting held on 15.7.2019 is forwarded to the following for information, please.

1. All HODs/In-Charges/Branch Officers, CBLU, Bhiwani.
2. PS to Vice-Chancellor (for kind information of the Vice-Chancellor), CBLU, Bhiwani.
3. PA to Registrar (for kind information of the Registrar), CBLU, Bhiwani.
4. In-Charge, (Computer Centre) is requested to upload the same on the University Website.

In-Charge (General) for Registrar
BOOKING OF UNIVERSITY AUDITORIUM

1. Name & designation of the applicant

2. Department/branch/office/ section

3. Name of the program

4. Name of chief guest/speaker, if any.

5. Official/non-official

6. Dates required From: to:

7. Timings From: to:

8. Contact number

9. Please mention additional facility, if any, required.

Terms & conditions
1. Booking should be done 15 days before the programme.
2. Eatables, drinks, chewing of betel leaf (paan) will not be allowed inside the auditorium.
3. Smoking/use of crackers/use of liquor are strictly prohibited.
4. Tea/snacks/lunch/dinner will be allowed to be served only in the lawn adjacent to the auditorium with prior intimation.
5. If any loss or damage is reported by the In-charge (Auditorium), recovery will be made from the concerned department/branch/outside.
6. Entry of anti-social elements will not be allowed inside the auditorium.
7. No poster, stickers, wall papers etc. shall be pasted inside and outside the wall of the auditorium/chairs and no pins shall be used in the stage screen of the auditorium.
8. The hygiene & sanitation should be maintained in and around the auditorium.
9. The wastage of water and electricity is to be avoided.

I/we hereby agree and undertake to observe all the instructions in connection with the use of the auditorium.

Date: ____________________________

For office use

1. Booking date: ___/___/___ to ___/___/___
2. Time: ___am/pm to ___am/pm
3. Available/ not-available: ____________________________
4. Facility required, if any: ____________________________
5. Rent/Free of Cost: ____________________________
6. Remarks, if any: ____________________________

IN-CHARGE (AUDITORIUM)

Signature of the official

Registrar
Standard Terms & Conditions for usage of University Auditorium

1. The University Auditorium is primarily meant for use for various functions relating to Academic, Research, Students' Welfare, Employees' Welfare, Cultural functions and other Co-Curricular activities of the University for free of cost after getting due approval from the authority.

2. If any type of programme is to be organised/conducted by the outside agency like School/College/ Govt. Institution/Aided Institution/private sponsored agency etc., a fix rent will be charged from the concerned quarter worth Rs. 5,000/- per programme, subject to the availability with due approval of the Vice-Chancellor/ Registrar. Hon'ble Vice-Chancellor shall have the power to relax the charges, if so desired.

3. The use of auditorium will not be allowed for any political activities (directly or indirectly).

4. There are 150 seats in the auditorium. First row of the auditorium is reserved exclusively for the senior Officials/Observer(s) of the Academy and organiser or for differently abled persons.

5. The user willing to use the auditorium shall be required to submit an application for the booking at least 05 days in advance of any event/programme on the prescribed form available on our website i.e. www.cblu.ac.in/

6. All reservations will be made on prescribed form only. Verbal/Telephonic reservations will not be entertained.

7. The booking shall be subject to availability of the auditorium on any day and its final approval will be given by the Registrar.

8. If the user wishes to change date, he/she has to inform before 03 days or as early as possible to the office in writing.

9. The user(s) will be responsible for safety and security of the auditorium property during the function. If any damage is done to any item/equipment or any theft is noticed in the auditorium during such use, the user(s) shall bear the cost of damage/theft.

10. Any extra material/equipment/instrument required during the function by the applicant will be arranged by her/him at her/his own cost and shall be kept in the auditorium on her/his risk only.

11. The user(s) shall be entirely responsible for any risk or damage to life or property of any person (organizer, performers and audience or spectator). The university shall not bear any cost towards such losses/damages.

12. Smoking, drinking of alcoholic drinks is strictly prohibited in the premises of the university. The organizer booking the premises shall ensure that the rule is not violated. In case of violation, the legal action will be taken along with the fine with due approval of the authority.
Indecent are prohibited. Recommended alternatives are the use of led lights or battery-operated votive. Any helium balloons must be weighted down. All decorations and/or props must be removed from the auditorium at the conclusion of the event.

14. Fog/smoke machines are prohibited.

15. The user(s) shall be required to take proper care to keep the auditorium neat & clean.

16. The auditorium stage/surface is of wooden so equipment must not scratch the floor. The items for the stage must be carried or wheeled rather than pulled or dragged. User(s) will be responsible for the condition of the floor.

17. Posters/banners of publicity will not be allowed to be stuck on any portion of the auditorium but will be allowed at the designated space specified in the auditorium. Posters or notices are allowed only in foyer, outside the auditorium.

18. The user(s) shall ensure that the number of their guest/audience do not exceed the capacity of the auditorium. No extra seat shall be allowed to be placed in the auditorium. No seat may be blocked with equipment or persons.

19. The user(s) shall have to vacate the auditorium within one hour after the program is over.

20. The registrar has the right and authority to cancel or postpone the permission to use the auditorium in the interest of the university or under special circumstances. In case of such cancellation or postponement, the university will not be responsible.

21. The power to grant permission for use of auditorium according to the rules shall rest with the registrar. If there are more than two departments asking permission for the use of auditorium on the same day or at the same time, the registrar has right to decide and that will be final.

22. The terms/conditions/policies are to be followed in letter & spirit by all. However, Camarillo Bansl Lal University reserves right to cancel booking without prior notice in case of emergency and public interest.

(Lalita Gupta)  
(H.D. Kaushik)  
(Neeraj Narang)
To

The In-charge (General),
Chaudhary Bansi Lal University,
Bhiwani

Subject: Extract copy of EC's Resolution No(s). 12 & 13.

Kindly find enclosed extract copy of Resolution No(s). 12 & 13 (two number) of the 21st meeting of the Executive Council held on Monday, the 15th July, 2019 for your information, necessary action and record.

The follow-up/ compliance report of each item may be supplied to Academic Branch within 15 days from receipt of this letter.

DA: As above.

Advisor (Academic)
Extract copy of Resolution No. 13 of 21st meeting of Executive Council held on 15.07.2019.

13. To consider and approve the Rules & Regulations for University Auditorium.

Considered and approved the Rules & Regulations for University Auditorium (Annexure A/11 Pages 41-44 already circulated).

RESOLVED THAT THE PROPOSAL AS ABOVE BE APPROVED.