# INDIAN INSTITUTE OF TECHNOLOGY KANPUR

## Visitors’ Hostel & Allied Services

Integrated Requisition Form for Conference Facilities/ Halls

1. Details of the Event:

Duration:

Name :

1. Requisition for(Choose the appropriate Facility)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.  No. | Name of Facility | Max. Capacity | Date | | Time |
| From | TO |
| 1. | VH Old Dining Hall | 75 |  |  |  |
| 2. | VH Lounge (Round Table) | 16 |  |  |  |
| 3. | VH PBCEC, Lawns | 250 |  |  |  |
| 4. | VH PBCEC, Conf. Room (U-Shape) | 18 |  |  |  |
| 5. | VH PBCEC, Small Class Room | 36 |  |  |  |
| 6. | VH PBCEC, Big Class Room | 65 |  |  |  |
| 7. | VH PBCEC, Committee Room | 11 |  |  |  |
| 8. | Outreach, Auditorium | 210 |  |  |  |
| 9. | Outreach, Seminar Room-1 | 40 |  |  |  |
| 10. | Outreach, Video-Conf. Room | 30 |  |  |  |
| 11. | Outreach, Hall of Fame | 40 |  |  |  |
| 12. | Outreach, Lawn | **250** |  |  |  |
| 13. | Outreach Center (OC) NOIDA,  Meeting Room | 16 |  |  |  |
| 14. | OC NOIDA, Class Room 1 Class Room 2 | 25  25 |  |  |  |
| 15. | OC NOIDA, Office Space with  Meeting Room | 08 |  |  |  |

1. Other Requirements:

Air-Conditioning

Collar Mike

Laptop

Multimedia Projector

Others (Specify)

1. Bill(s) to be settled by:

Indenter Department Project No.

1. Indenter’s Profile:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Designation |  |
| PF.No. |  | Department |  |
| E-mail |  | Signature\* |  |
| Contact No. |  | Forwarding by HOD |  |

1. Approvals:

*\*See overleaf for guidelines*

|  |  |  |
| --- | --- | --- |
| Certified that the bills be charged directly to my Project A/c No.: | Certified that the bill be paid by DR(F&A) from the department budget | Approved as Institute Activity/ Air-condition Functioning |
| **Project Coordinator** | **Head of Department** | **Dy.Director/Director** |

For office use only Regn.No.**:**

|  |  |
| --- | --- |
| Status of Booking | Confirmed Not Confirmed |
| VH Booking Office Manager Administrator In-charge | |

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**Norms & guidelines for using conferencing facilities**

* This booking is purely provisional and will be done on First-Come-First Served basis.
* Booking Procedure: Duly filled-in requisition forms should be submitted at the reception of VH during office hours on all working days.
* Cancellation Procedure: Duly filled-in form should be submitted at the front office of Visitors’ Hostel as early as possible to avoid cancellation charges.
* No Telephonic bookings/ cancellations will be entertained..
* Priority is given to Institute activities followed by Departmental and Project related activities and other entitled groups.
* No hall/ room or lawn shall be allotted for conducting private functions.
* Use of DJ and public address system is prohibited.
* Consumption of Narcotics/Alcoholic drinks etc is strictly prohibited within the premises.
* Cleanliness of the premises must be maintained at all times during use. Walls, floors, doors etc. should not be disfigured with notices, posters or marks of any kind. In particular, spitting out paan is strictly prohibited.
* Cooking and or serving refreshments is prohibited inside the 'Outreach 69- 80' building.
* Cooking is only permitted (i) at the open place between SAC and Outreach building at Outreach and (ii) at the backside of the kitchen of Visitors' Hostel
* Once the activity is over, it is the user's responsibility to get the lawns cleaned by the Caterer.
* Violation of any of the instructions contained in these guidelines may attract penal action.
* Tariff: See circular on the webpage (http\\www.iitk.ac.in\vh).

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