Indian Institute of Technology Kanpur
Office of the Dean Students' Affairs

Form for Lecture Hall Booking

Name of Council / Festival		Name of Club / Head (in case of festival)	
Name of SG Executive / Festival Coordinator		Name of the Coordinator/ Manager/ Head (in case of festival)	
Roll No		Roll No	
Contact No		Contact No	

Details of Requisition

Preferred LHC No		Date(s) / Day(s)	
Number of Attendees		Time	From: To:

Other Requirements

Air Conditioning ☐	Collar Mike ☐	Multimedia Projector ☐
Overhead Projector ☐	Others:	
Purpose of Booking:		

Approvals

President/Chairperson/ General Secretary / Festival Coordinator	**Faculty Counsellor/ FAC Dy. Chair/ FAC Chairman**	**ADSA**	**DOSA**	**DOAA**

For Office Use Only

Lecture Hall Alloted: _____

Booking Reference, No: _____

Charges (if any): _____

Verified by LHC Office

***All the booking are to be done at-least three (03) days in advance.**