

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

REQUISITION FORM FOR BOOKING IN INSTITUTE CLUB

(To be submitted in Estate Office to In-Charge, Community Centre / mail at ccic@iitk.ac.in)

1.	Applicant's Name				
2.	P.F. No. / Key No./ Roll No.				
3.	Designation				
4.	Department				
5.	Member ID No.	INS			
6.	House Address & Mobile No.				
7.	Purpose of Booking				
8.	Name, Age, and relationship of the applicant with the person for whom the function is being held				
9.	Particulars of Booking				
	Venue	From	To	No. of Days	No. of Rooms
	Lobby/corridor of the Institute Club				NA
	CC (with Kitchen and Lawn)				NA
	CC (Quad only)				NA
	Big marriage lawn (with kitchen & annexe)				NA
	Rooms in big marriage lawn annexe				
	Medium sized hall in big marriage lawn annexe				NA
	Rooms on First Floor of CC				
	Rooms on Ground Floor of Yoga Centre Block				

Declaration

I hereby certify that the information given above is correct. I have carefully gone through the **NORMS AND GUIDELINES FOR THE USE OF FACILITIES IN INSTITUTE CLUB** and undertake to abide by them.

I also undertake the condition that **NO DJ** shall be brought and used within the premises. Further, public address system will not be used at high volume and after 10:00 PM. I also understand that in case of non-compliance of this, the entire 'Security Deposit-2 of ₹10,000/-' may be forfeited.

Recommended & forwarded

(Head of the Dept. /Section)

Signature of applicant

(FOR VERIFICATION BY ADMIN/DOFA/DOSA/DORD OFFICE)

It is verified from the record of this office that:

The particulars given at S. No. 1 to 4 are correct.

The person named at S. No. 8 is a dependent member of the family of the applicant as per the Institute record.

Date:

Signature & Seal of Verifying Officer

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

NORMS AND GUIDELINES OF INSTITUTE CLUB

Undertaking

IP.F. No/ key No/ Roll No undertake to follow the following rules for the function organized by me in the Institute Club / Big marriage lawn / Yoga Center rooms / first floor CC rooms/ Big marriage lawn rooms-hall from.....to.....

1. Any use of loudspeakers or public addressing system will be kept at a level that does not disturb the neighbors. Further, I promise to abide by the Supreme Court ruling of not using the loudspeakers/ public addressing system after **10:00 PM**. Any use of such equipment will be restricted from 6 PM to 10 PM only. The security staff of the Institute shall be authorized to order switching off the public address system beyond 10:00 PM.
2. There will be no rowdy behavior of any kind, use of fireworks etc.
3. No alcoholic beverages, drugs or other intoxicants will be consumed within the premises allotted to me.
4. Electricity will be used from the authorized connections (main switches provided for the purpose) only. Written permission from concerned authorities (Executive Engineer, Electrical, IWD) for any direct electrical connection from poles as per Institute norms.
5. No cooking will be carried out in the area other than kitchen area specifically provided.
6. Premises will be kept clean. Walls, floors, doors etc. will not be disfigured with notices, posters or marks of any kind.
7. Entire responsibility on behalf of my guests, to abide by the above rules.
8. In the event of any damage or loss to the building including its fixtures and fittings during the above period, the Institute Club is authorized to recover the charges for the necessary repairs as ascertained by the Institute Club authorities from my Salary/Pension/Security Deposit.
9. Possession of the facilities will be taken on the booking date at **9:00 AM**. It will be handed over to the caretaker on the very next day in the same condition as it was handed over to me after the booking date at **8:30 AM**, failing which a fine may be imposed equivalent to booking and utility charges at the prevailing rate. In case of another booking, the next occupant may be asked to go ahead with his setup and request for loss/damage of any material/thing by me will not be entertained.
10. All the dues, including electric charges, will be settled within 15 days from the date of the event after collecting receipt from the Estate Office, failing which "Security Cheque" can be encashed without any intimation to me.
11. I understand that utility charges are for dusting and normal cleaning. Left-over food, disposable items, vegetable & fruit peel dumped in the booked facility will not be cleaned by the cleaning staff and will attract penal charges. In order to avoid penal charges, I shall advise the caterer / event manager for proper disposal of these items in the dustbins.

Date:

Signature

Name & Address.....

Mobile No.....