



Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi -110078 Website: <http://ipu.ac.in>
(General Administration)

F.No.GGSIPU/GA/S.Hall/2022/296

Dated: 18 October, 2022

Notice

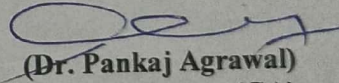
Subject: Rent out of Seminar Halls of 'C' & 'D' Block for outside Institutes/Organization- reg.

The Seminar Halls of 'C' & 'D' Block have been equipped with PA system, LCD projectors, screens, LED, video conferencing system and requisite furniture. The Seminar Halls are under the control of GA Branch and be booked by outside Institutes/Organizations for the usages of their academic/administrative activities/functions/programs like cultural & co-curricular activities; guest lecturers; conferences; seminars; symposiums; workshops; faculty development program; continuous education programs; and other related activities.

The inventory of each Seminar Hall will be handed over by GA Branch to the booking requisitioner and after completion of the function, inventory be handed over to GA Branch after cross verification. Any damage etc. will be the responsibility of the requisitioner Institute/Organization and liable for due amount of penalty to this effects. The format for the booking of seminar halls and the guidelines for the usage of Seminar Halls, as approved by Hon'ble Vice Chancellor, are enclosed herewith.

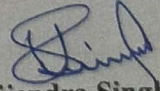
This issues with the approval of Competent Authority.

Encl: As above


(Dr. Pankaj Agrawal)
Dy. Registrar (GA)

Copy to:-

- i) COF - for information with a request to make a head for such type of receipts (income) earned on account of rent out of Seminar halls from the outside Institutes/Organizations.
- ii) AR to Hon'ble Vice Chancellor - for information of the Hon'ble Vice Chancellor.
- iii) AR to Registrar - for information to the Registrar.
- iv) Head UITS - with a request to upload the same on the University website for wide publicity.
- v) Office copy


(Vijendra Singh)
Asstt. Registrar (GA)



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16C, Dwarka, New Delhi-110 078

[General Administration Branch]

F.No.GGSIPU/GA/S.Hall/2022/ 297

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Guidelines for the Rental booking/Usage of Seminar Halls (C&D Block) of the University

I. Maximum capacity of the Seminar Halls and its facilities

Seminar Hall	Seating Capacity
'C' Block	100 visitors + 08
'D' Block	100 visitors + 08

II. Usage of Seminar Halls:

1. The Seminar Hall are to be used for the academic/administrative activities/functions/programs like cultural & co-curricular activities; guest lecturers; conferences; seminars; symposiums; workshops; faculty development program; continuous education programs; and other related activities.
2. Food/Catering & extra tentage (if required) is allowed outside the Seminar Hall only at the earmarked place after the approval of Competent Authority of the University.

III. Timings (Opening and Closing) & Tarrifs:

Seminar Hall C/D Block	Rates for Rent	Remarks
10.00a.m. to 1.00pm Or 2.00pm to 5.00pm	Rs. 10,000/- Security Rs. 20,000/- refundable Rs. 2000/- extra per hour beyond time limit	Rs. 2000/- extra for housekeeping, water & Electricity per booking.
6.00pm to 9.00pm	Rs. 15,000/- Security Rs. 20,000/- refundable Rs 2000/- extra per hour beyond time limit	Rs. 3000/- extra for housekeeping, water & Electricity per booking.
Full Day 10.00a.m. to 5.00pm	Rs. 20,000/- Security Rs. 35,000/- refundable Rs. 2000/- extra per hour beyond time limit	Rs. 4000/- extra for housekeeping, water & Electricity per booking.

IV. Procedure for Booking:

1. An applicant should submit the duly filled and completed application form for the booking of Seminar Hall preferably at least 2 weeks in advance.
2. Booking will be confirmed only on the receipt of duly filled booking proforma along with requisite Security deposit and applicable rates, subject to availability.
3. The booking of the seminar hall will be provisional, in case of emergent condition when University organizes any function of the University, the booking will stand cancelled without giving any reason.
4. After booking of the Seminar Hall, change of venue is at the discretion of the University subject to availability.

Approved in October 2022

Signature & stamp of Applicant/Department

5. After confirming the availability of the Seminar Hall, the applicant cannot shift or sublet the Seminar Hall to the other.
6. The applicant is requested to cancel the booking at least three working days before the commencement of activity in writing. If any Change/Cancellation in the programme, please inform to General Administration Branch well in time. Otherwise half of the rent amount shall be forfeited.
7. Competent Authority of the University has full discretion for allowing the seminar hall on free of cost considering the merit of the case.

V. Responsibility of the applicant/user:

1. The concerned department has to arrange their own computer/laptop for Seminar Hall.
2. After handing over the seminar hall with furniture/fixture/PA system, no manpower will be provided except one operator.
3. Smoking & Alcohol are not allowed inside and around the seminar hall.
4. No Decoration is allowed on wooden paneling inside the Seminar Hall.
5. No food articles / beverages are allowed inside the Seminar Halls and inside the Control Room, if any person found with eatable items, penalty of Rs. 1000/- or more will be imposed in each occasion, as the case may be.
6. No amendment/changes and alteration is allowed /permitted in the existing infrastructural facilities.
7. Applicant must ensure that they are receiving the Assets/Equipment are in good working condition as per their requirement for the event/programme. Due diligence should be taken while handling Assets/Property/Equipments issued for the Event/Programme. University employee who takes charge for any of the listed property for any event/programme will be responsible for any mishandling/loss of the property.
8. Applicant must ensure that Assets/Equipments should be handed over in good condition, after the completion of programme/event.
9. No additional PA system, music system, stage lights is allowed to be installed. However, if required as per programme the required additional systems are to be arranged by the applicant after same has been cleared by operator / UWD as feasible. The connection of the additional equipments shall be got done under the supervision of operator / UWD.
10. In case of any loss/damage etc., loss will be recovered from the security deposit of the applicant to whom Seminar Hall is allotted and balance amount of security deposit will be refunded, if exists.
11. Audience should maintain decorum while using the premises and should not indulge in any unauthorized activity.
12. The light and sound arrangement fixed should not be changed and moved. Applicant should switch off the electric light/power points/electronic goods/electronic podium/dimmer Box before leaving the Premises/Hall.
13. It will be the responsibility of applicant to remove all banners/back-drops/flex boards either to take away with them or to deposit them to the University caretaker after completion of the event, if needed.
14. It will be the responsibility of applicant to handover seminar hall and get it locked by the security guard/caretaker.
15. Any legal / statutory permission or obligation required for organizing the function or activity in the Seminar Hall, shall be the responsibility of the applicant.
16. The applicant should make appropriate entries in log register while receiving and returning of issued items and opening /closing of seminar hall
17. Applicant will be the sole responsibility for using of attached green room during the event.
18. Applicant is requested to take care of conference material/technical equipment/personal belongings, as the University is not responsible for their safety.
19. Applicant should ensure that availing the seminar hall's facilities must not exceed the seating capacity of these seminar halls. It must be ensured that all passage/ways leading to fire exit should be kept clear during the event to meet with the exigencies.
20. Entry of the participant/audience in the control room of seminar halls is strictly prohibited.

VI. Do's and Don'ts

1. Should avoid making noise inside and outside the seminar halls.
2. Mobile phones should be switched off or kept on a silent mode before entering in the seminar halls.
3. Collection of donations, sales promotion, advertisements or any other commercial activities/transactions are not allowed at any cost.
4. Displays of goods/products are not permitted inside or outside the Seminar Halls.
5. Wood paneling/walls outside the Seminar Halls for displaying posters, banners or any other material. Nails, double sided or scotch tapes are not allowed.
6. Programmes involving children should be adequately supervised by the applicant / organizer.
7. It should be ensured proper discipline and decorum may be observed by the students during the commencement of event.
8. Alcohol is not allowed.
9. Pets/animals and fire arms are not allowed.
10. Political, religious speeches, anti national campaigning of any kind are not allowed.

VIII An applicant warrants that:

- i) An applicant shall obtain and maintain all necessary approvals, permission, permits or licenses which may be required or necessary from relevant licensing bodies, copyright owners or otherwise to use any copyright works (including but not limited to recorded music, music videos and karaoke videos) during the use of the Seminar Hall, and shall comply with the terms and conditions of such approvals, permits or licenses; and
- ii) An applicant/ coordinator shall not, and shall ensure that no person shall, do any performance or other act which infringes the intellectual property rights of any person in the course of using the Seminar Hall.
- iii) The University may, at any time and its absolute discretion, direct an applicant to cease any act being carried out.
- iv) Neither the University nor any of his employees, shall be under any liability whatsoever for or in respect of:
 - a) Any loss or damage to any of the applicant's property or that of any participants, or,
 - b) Any injury to or death of the applicant or any of his Related Persons or any third party.

IX Provision of operators:

UWD and General Administration Branch shall provide an operator / MTS for smooth operation of the equipment. The staff so deputed for specific event(s) stayed beyond office hours or on Saturday/Sunday or holidays shall be entitled for overtime as per the norms of the University.

X. Catering and Tentage:

Catering / Tentage are to be arranged by applicant by their own at the earmarked placed only. The designated places of catering are as under:

Tea / Snacks

Lunch / Dinner arrangement

Lobby of Seminar Hall of C/D Block

stilted parking area D- Block or C- Block

XI Parking of Vehicles

Only 05 nos. of Vehicles are allowed for inside Parking subject to availability of space and other vehicles will have to be parked outside the University campus.



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
DWARKA CAMPUS, S/C. -16C, DWARKA, NEW DELHI - 110078 TELE. NO. 011-25303139, 138

Booking of Seminar Hall
(All fields are Mandatory to be filled)

1. Name of Organization :
2. Address of Organization :
3. Name of applicant :
4. Designation :
5. Mobile No. :
6. Email address. :
7. Name of Coordinator if any :
8. Detail of Function(cultural & co-
curricular activities; guest
lecturers; conferences;
seminars; symposiums;
workshops; faculty development
program; continuous education
programs if any other please
specify.....)
9. Date of booking :
10. Time slot :
11. Rent Amount(Draft no. and Amt) :
12. Security deposit (Draft no. and
Amt) :
13. Have all Statutory approval are Yes/No
taken

I/We have read the guidelines for the booking of seminar hall/usage carefully and all pages of guidelines sign and stamp

Signature of the Applicant/ Organizer
Stamp

Care Taker
GA Branch

Copy for information & necessary arrangements:

- i) Estate, Security & Sanitation Branches for making necessary sanitation & security arrangement at venue please
- ii) EE, UWD for necessary action