



Sardar Patel University, Mandi (H.P.)
(Established Under H.P. Legislative Assembly Act 03 of 2022)



Office of the Dean Students' Welfare

REQUISITION FORM FOR THE BOOKING OF UNIVERSITY AUDITORIUM / CONFERENCE HALL
(See Instructions /Guidelines Overleaf)

Please book the University Auditorium/Conference Hall (tick ☒) in favour of _____
Designation _____ Department /Address _____

1. Date on which Auditorium/Conference Hall is required: _____
2. Purpose: (Please specify clearly) _____

3. Timing for the booking: _____
4. Date on which application is submitted: _____
5. Payment of Auditorium / Conference Hall Usage Charges (As per guidelines/norms overleaf)
Fee amounting to ₹ _____ Remitted vide receipt No. / Transaction Id _____
(Copy enclosed) dated _____ In the Finance Officer SPU Mandi Account No. _____

Signature of the applicant

Recommendations of the Head of
Department (In case of SPU students)

Name, Department and Address:

Contact No.: _____

**Approval of the
Dean Students' Welfare,
SPU Mandi (HP)-175001**

P.T.O.

Instructions /Guidelines

1. Booking of the University Auditorium / Conference Hall will be allowed only for cultural/academic activities.
2. No requisition for advance booking of Auditorium / Conference Hall will be accepted prior to 15 days.
3. Auditorium charges for other purposes areas under:
 - a) For renting party has to deposit refundable security of ₹2000/- (Rupees Two Thousand only) with the Finance Branch and in case any damage to the University property, the amount of security will be forfeited and if the loss to property is more in proportion of ₹ 2000/- additional charges will be levied in proportion to the loss caused and:
 - b) From outside Associations / Organizations other than Sardar Patel University, Mandi a sum of ₹ 5000/- (Five Thousand Only) will be charged on per day basis in advance.
 - c) From the Student Organizations of the University a sum of ₹ 1500/- (One Thousand Five Hundred Only) will be charged on per day basis in advance.
 - d) No per day fee shall be charged from the students of Sardar Patel University, Mandi for events such as Freshers' Party and Farewell Party. Similarly, no fee shall be applicable for academic events such as Conferences, Seminars, etc.
4. In case of any official function the booking of the University Auditorium shall automatically stand cancelled without any claim.
5. Timings for duration of functions:

1st April to 30th September - 12.00 Noon to 06.00 P.M.
1st October to 31st March-12.00 Noon to 05.00 P.M.
6. Any defaulting party / booking authority shall not be allowed for further booking in future.
7. The booking shall be allowed only on the specified proforma available in the University website.
8. In complete requisition forms shall not be entertained.