

**GOVERNMENT COLLEGE OF ENGINEERING (AUTONOMOUS)
BARGUR-635 104**

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AUDITORIUM REQUEST FORM

Name of person making request: _____

Name of group/department to be using the auditorium: _____

Name of person who will be responsible for the condition of the auditorium and equipment:

Name of the event to be Conducted: _____

Date(s) and Duration of the event: _____

Expected audience size: _____

Describe the event to be conducted in the auditorium (meeting, awareness, etc.)

Equipment needed for this event:

Item	Quantity Needed	Item	Quantity Needed
Stage Focus Light		Ahuja-MP3 Digital Player-SSA-250 DP	
BenQ Projector with remote control		-PA Mixer Amplifier	
Ahuja-PMX-1032FX-Professional Mixer		Ahuja-TZA-4000 DPM- PA Mixer Amplifier	
Mic		Studiomaster-SVC-S2000 VA- Automatic Voltage Stabilizer	
Microphone Receiver		Mic Stage Stand (Wood/Steel)	
Computer Table (Big/Medium)		AC	
Reception Table		Plastic Chair	
		VIP Chair	

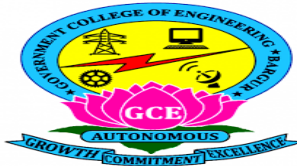
Other equipment needed:

***All equipment will be returned to its proper storage area, all doors will be locked, Water Supply connections are closed and all lights and heating cooling systems will be turned off at the completion of this activity.**

Signature of Person Making request

HOD

Principal



Rules and Regulation for Auditorium

Below is a list of rules that must be followed in order to use Auditorium facilities.

- No food or drinks are allowed inside the auditorium.
- No tape or glitter can be used on the stage.
- Volume must be kept at a minimum.
- No alcohol or drugs are allowed on campus.
- No lewd or obscene behavior.
- No weapons are allowed.
- No confetti can be used in or outside the facilities.
- The party is responsible for the actions of their guests and hired services.
- The use of candles, open flames and smoke/fog machines are not permitted.
- If there is any damage to the facility, displays, exhibits or any of the building's contents during the event, the responsible person or person making request shall be required to pay for all necessary repairs or replacement. This includes any damage to the technical equipment when operated by anyone.
- Covid SOP must be followed.

I hereby accept and agree to the rules provided by the Administration.

Name & Signature of Person Making request

Name & Signature of responsible Person