

## Reservation Form Auditorium / Conference Hall/ PGIS Cafeteria of the PGIS

1. Name of applicant: .....
2. Date of reservation: .....
3. Association/Society: .....
4. Purpose: .....
5. Category (Please see below): .....
6. Duration: Hours from ..... a.m. to ..... a.m./p.m. (until 11.00 p.m. Only)

Date: .....  
Signature of the applicant

The above event/function is recommended by (For Categories A, B)

Date: .....  
Signature  
Chairman/BoS in ..... (For Category A/B.)

Recommendation of the Dean/Head of Institution (For Category C):

I certify that the above activity contributes to professional development of the country.

Date: .....  
Signature  
Dean/Head of Institution

.....  
Permission to use the Auditorium/ Conference hall is approved/not approved

The venues are available for the above event/function from ..... a.m./p.m. to ..... a.m./p.m.

.....  
Deputy Registrar/ Assistant Registrar/PGIS Date

Approved/Not approved  
.....  
Director/PGIS Date

**Categories**

**Total Payment**

**A:** Academic/research activities of PGIS (Conferences, short courses, workshops, seminars, etc.). (until 11.00 p.m. Only) Free of charge

Applicant: Coordinator of the activity

**B:** Academic Activities of PGIS affiliated societies Free of Charge

Applicant: President/Secretary of the society (until 11.00 p.m. Only)

**C:** (Reservation is valid from **8:00 am to 4:30 pm.**) If the activity extends beyond **4:15 pm**, the requester will be responsible for paying the overtime of the work aid(s) on duty.

Other professional activities of academic/research institutions and scientific organizations	<b>PGIS Auditorium</b>	<b>PGIS Conference Hall</b>	<b>PGIS Cafeteria</b>
	Rs. 7000/ Per day	Rs. 10,000/- Per day	Rs. 2500/- per day
	Rs. 4000/ Per half day	Rs. 5,000/- Per half day	Rs. 1500/- Per half day
<b>Applicant:</b> Organizer (A senior academic/research staff member of the institution)	Rs. 5000/ Refundable deposit	Rs. 10,000/ Refundable deposit	

**Important:**

1. The application should reach the Office of the Director/PGIS seven (07) days prior to the event.
2. Applicant is responsible for keeping the venue cleaned after the event.
3. Nothing should be pasted on walls, windows, tables, chairs, fans, etc.
4. Applicant/Association is responsible for any losses/damages to the property.
5. Noise should be kept to minimum (No public address system) if the venue is used during the day-time.
6. It is not allowed to use other facilities/rooms of the PGIS.
7. **Please retain the payment slip and produce at the request for refunding.**

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**For Office Use:**

The venue was used without incident and no damage was incurred.

.....  
Director/PGIS

Recommend / Nor recommended for approval to refund..... , the venue was used and no damage was incurred/ following damages reported.

.....  
Deputy Registrar/Senior Assistant Registrar/Assistant Registrar

DB/PGIS  
Approved to Refund

.....  
Director/PGIS