

Event Reservation: -

1. Department/Society is required to submit a proper plan to Events Office at the time of submitting event reservation form.

The plan should include the following:

Exact starting time and ending time of facility usage (includes set-up and pack-up time)

- Exact starting and ending time of event (includes actual event time)
- Set-up requirements (sound systems, stage set-up, electrical load requirements, catering, if required, etc.)
- Event activities (type of activities and timings)
- Number of expected attendees
- Security plan for events more than 50 attendees or involving outsiders
- If outsiders are to be included, permission must be given by the Chief Student Affairs Officer (student run events) or Head of Department for other departmental events.

The facility will only be reserved if departments/societies follow the following steps

Step 1: Submit the event reservation form at least three working days prior to the event if the event is within regular academic day (8:00 am to 8:00 pm). If the event is other than academic time, submit the reservation form at least 15 days prior to the event.

Step2: If approved, collect the copy of reservation from Events Office.

Step3: If Proctors and/or Prefects are needed then one copy of approved reservation form should be submitted to the Chief Proctor's office and discussed with Chief Proctor for specific requirements.

And

If Security Guards are needed, then one copy of approved reservation form should be submitted to the Security office and discussed with the Chief Security Officer for specific requirements.

Cancellation of event: -

1. An event can either be canceled by a Department/society, Student Affairs Office or Events Office.

The event will be canceled for:

- Security or emergency reasons.
- Insufficient planning or supervision.

2. If society submits the approved reservation form and then decides to cancel the reserved event, they must inform the Events Office at least 24 hours prior to the scheduled start time of the event. Failing to inform the departments will result in deduction of the administrative cost (air conditioning, personnel, etc.) of the event from the requesting society's budget

(If the event must be canceled for security or emergency reasons, this will not apply).