

Facility Use: -

1. Facilities can be reserved only on a first-come, first-served basis, provided they are available.
2. Even if your event is booked on the events calendar, does not mean that a facility is automatically booked for the event. Please ensure that you book a facility before booking your event on the calendar.
3. Departments/Societies should reserve the facility before sending invitation letters to the guests or making any arrangements for the event.
4. No reservation application of facility will be accepted on the day/date of event.
5. Department/Society cannot hold events on Sundays.
6. All the facilities and venues used for events must be handed over in a condition in which they were given. If found damaged, the society or department will bear the cost of renovation.