

RADHA KRISHNAN MINI AUDITORIUM IMPORTANT INSTRUCTIONS

- Rights of Admission are reserved.
- Smoking is strictly prohibited.
- Eatables, Drinking water, Lighter, Match Box, Cigarette, Biri, Pan Masala or any other intoxicating material are not allowed to carry.
- Fire Arms or Explosives are not allowed in the premises.
- No Luggage, Bags, shall be allowed in the Auditorium. However, small purses, Laptops, Camera are allowed only after examination.
- Belongings, if any, are to be deposited at the Reception Counter against token. However, Auditorium staff shall not be held responsible for the loss of valuables.
- Keep your Mobile either on Silent Mode or Switch it off before entering.
- Maintain Cleanliness, Decorum and Discipline.
- Do not touch, manipulate or temper with the articles.
- Park your vehicles properly at your own risk.

**By Order
University Administration**

**APPLICATION PROFORMA FOR THE BOOKING OF
RADHA KRISHNAN MINI AUDITORIUM**

1. Date of Booking _____
2. Duration of Booking _____
3. Name of Deptt./ Instt. _____
4. Name of the Programme _____
5. Objective of the Programme _____
6. Brief Profile of Deptt./ Instt. _____
(Attach Separate Sheet)
7. Name of the Person authorized _____
by the Deptt./ Instt. for booking
8. Address, Telephone No. & Designation _____

9. University Receipt No. for Rent _____
Rs. (Non-Refundable)
Security Rs. (Refundable)

|
(Signature of Applicant)

Name & Full Address of Deptt./ Instt. _____

PROFORMA FOR EQUIPMENTS TO BE USED DURING THE FUNCTION

1. Sound System : Yes/ No
2. Video Projection : Yes/ No
3. Green Rooms : Yes/ No

VIP Suit/Lounge will not be provided.

1. Signature of Authorized person of the Society/Institution _____

2. Address of the Society/ Institution _____

Annexure - B

AFFIDAVIT

I/We _____ S/o D/o _____
 resident of _____ on behalf of _____
 do hereby solemnly affirms and declare as under :

1. That the Tagore Auditorium, M.D. University, Rohtak will be used for organizing the function for social, educational, cultural or some other noble cause and/or the purpose which has been stated in the application being submitted to the University.
2. That the programme to be organized by our institution is not commercial.
3. That the sanctity and security as also cleanliness of the Tagore Auditorium will be maintained by me/us.
4. That no drugs/alcohol and other intoxicating material or any non veg. will be allowed into the Auditorium compound and no eatables, snacks or water shall be taken inside the auditorium by the audience and or the organizers themselves.
5. That the _____ will be responsible for any damage and/or theft caused to the Auditorium / its premises during the function / programme.
6. That the _____ will be fully responsible to compensate fully to make good loss or damage to any property, for any legal discrepancies/claims fines imposed by any authority for holding the function / programme, organized in the Tagore Auditorium.
7. That the _____ will abide by all the rules and regulations framed by the University for the operation, use and maintenance of Tagore Auditorium.
8. The number of guests entering the Auditorium will not exceed 1800 and it will be our responsibility to identify them and to assist the Security in regulating their entry both to the Auditorium Compound and the Hall.

Date :

DEPONENT

Place :

VERIFICATION

Verified that the contents of the above affidavait are true and correct to the best of my knowledge and belief.

DEPONENT

MAHARSHI DAYANAND UNIVERSITY ROHTAK DEAN STUDENTS' WELFARE OFFICE

RULES AND REGULATIONS FOR THE BOOKING OF R. K. (MINI) AUDITORIUM

1. The interested Society/ Institution/ Party will have to deposit Rs. as booking amount which will be non-refundable.
2. Rs. as refundable security will be required.
3. The applicant has to submit the detailed Programme regarding the contents of the Programme, Number of Audience, timings etc..
4. The applicant(s) will be responsible for any damage caused during the function and the applicant (s) shall abide all the rules and regulations established by the University for the operation of the Radha Krishnan (Mini) Auditorium.
5. The duration of the Programme will be eight hours. On exceeding the time, Rs. 6000/- will be charged per hour.
6. The booking is subject to the final approval of the Vice-Chancellor.
7. The University is having right to cancel the reservation informing the concerned Society/Institution/Party in case of emergency.

Director Youth Welfare
