



UNIVERSITY COLLEGE OF ENGINEERING, TINDIVANAM

(A constituent college of Anna University Chennai)

Melpakkam – 604 307

HALL BOOKING FORM

Name of the Event Co-ordinator:

Name of the Department / Centre / Cell:

Date of Application:

Name of the Event:

Date(s) of the Event: Event Room:

Starting Time: Finishing Time:

Approximate number of persons attending:

Set up Required: Audio set PC LED Projector Lamp

Mobile Number:

I have read, fully understand and agree to comply with all CONFERENCE HALL (GF16) / MINI SEMINAR HALL (GF18) / AUDITORIUM (FF16) policies and procedures. I assume full responsibility of the equipment and facilities including complete financial responsibility in the event of loss, theft, damage or irresponsible use of equipment and facilities. I understand that failure to comply with applicable policies and procedures may result in immediate loss of all future usage privileges.

Note: Event booking form should be sent three days before the programme.

Signature of the Event Co-ordinator

Confirmation of availability of proposed date

ESTATE OFFICER

Approved / Not approved

DEAN



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Rules and Regulations:

1. No open flames including candles and incense is allowed.
2. Sticking of balloons, decoration items are prohibited inside the hall.
3. Programme flex can be tied.
4. No food items/snacks/beverages are allowed inside the hall.
5. The applicant shall be responsible for the safety and proper conduct of their participants and guests.
6. All students are to be supervised. All student groups must have a staff in-charge present at all times.

Booking Procedure:

- Please confirm the room availability of proposed date prior to the booking.
- Please sign stamp, and return a hardcopy of this form to the Estate Officer with the approval of DEAN.