



INFORMATION AND LIBRARY NETWORK CENTRE

(An Inter University Centre of University Grants Commission)

Infocity, Gandhinagar - 382007

Email: estateofficer@inflibnet.ac.in, Phone & Tele-fax: 079-23268121 & 23268000

GUIDELINES FOR BOOKING OF AUDITORIUM

(i) General Rules:

1. The Auditorium will primarily be booked only for Academic activities such as Lectures, Seminar, Conference, programmes, Symposium, workshops, etc. or activities related to Educational profession.
2. The Auditorium will not be booked for any political/religious activities, general body meetings, holding of elections of office bearers of societies, Birth Day etc. Any program or item of program which is obscene, indecent or which is likely to hurt the religious feeling of or create hatred towards any section of the public, shall not be allowed to be staged.
3. There are 360 seats in the Auditorium. A few seats in the First/Second/Third row of the auditorium are reserved exclusively for the observer(s) of the INFLIBNET Centre or for handicapped and disabled persons.
4. The auditorium will be initially booked only for a single day event during the normal office hours from 9.30 a.m. to 6.00 p.m. and to be vacated with *cleaning* after the completion of event. This is not applicable for INFLIBNET activities.
5. Children below 8 years of age are allowed with their parents/attendants only in the Auditorium.
6. All reservations will be made on prescribed form only. Verbal/telephonic reservations will not be entertained. Garden near the Auditorium cannot be booked or used for activities. INFLIBNET reserves the rights to refuse booking of the auditorium or to revise the auditorium booking charges at any time without assigning any reason.
7. The damage, if any, made to the Auditorium fittings, fixtures, etc., during the course of use, the organizer will be responsible to make such loss by making payment through DD or from the security deposit as may be decided by the INFLIBNET.
8. The Centre will not be responsible for losses/damages of the properties of the hiring organization used in the performance or kept in the auditorium premises.
9. Posters/Banners of publicity will not be allowed to be stuck or nailed on any portion of walls of auditorium, however, standees can be used.
10. The organizer will obtain necessary clearance from all local concerned authorities/police etc prior to the performance of the event and will be responsible for the maintenance of law and order, traffic control etc. as per Govt. rules applicable in Gandhinagar.
11. No vehicle will be allowed for parking inside the compound or in basement except at the authorized parking space outside at main gate of INFLIBNET.

12. No extra lights or mikes or audio-video equipments will be installed by the organizer without prior permission. Any other facility to be used other than provided will require prior permission from the auditorium in-charge and charges may be levied on the same if extra electricity, water is involved in the use of that facility.

13. Smoking, drinking of alcoholic drinks is strictly prohibited in the premises of the Centre. The organizer booking the premises shall ensure that the local rules are not violated. In case of violation, the security money will be forfeited and legal action may also be taken.

14. Designated spaces have been marked out for floral rangoli and floral decorations. Only floral decorations are allowed. Display of goods/products is not permitted inside or outside the Auditorium. No firework will be allowed within the premises of the Centre.

15. For any mis-happening/incident/medical emergencies during the program, the responsibility will be that of the organizer. No medical facility is available in the INFLIBNET premises.

16. Organizers are advised to take care of conference material/technical equipments/personal belongings, as INFLIBNET is not responsible for their safety.

17. In view of the prevailing security environment during the event, organizers of the programme are to nominate designated representatives for indentifying delegates and guests to ensure that only invited persons are allowed to attend the programme.

18. In case the organizer is unable to use the booking venues due to any mechanical/electricity failure or on account of riot/fire/earthquake or an act of war or an act of God, INFLIBNET will not be liable for any loss suffered by the booking organization and the organizer will co-operate with the staff of INFLIBNET.

19. Organizers are requested to avoid making noise inside & outside the meeting venues and strictly adhere to the time slot for which bookings have been made. Organizers are requested to avoid overcrowding in the hall and premises.

20. Only limited external furniture is permitted into the Centre with prior approval. The furniture inside the Auditorium should not be shifted to any other place.

(ii) Catering:

1. Catering services should be hired only from caterers/agency as approved by INFLIBNET. Organizers have to directly contract catering contractor hired by INFLIBNET for any type of canteen services.

2. Lunch or any other refreshment, eatables etc. will not be permitted inside the auditorium.

3. Organizers are required to ensure that catering facilities are strictly followed and to keep the premises clean after the event is over. Appropriate action will be taken in case of any deviation.