

Reservation Form Auditorium / Conference Hall of the PGIS

1. Name of applicant:
2. Date of reservation:
3. Association/Society:
4. Purpose:
5. Category (Please see below):
6. Duration: Hours from a.m. to a.m./p.m. (until 11.00 p.m. Only)

Date:
Signature of applicant

The above event/function is recommended by (For Categories A, B)

Date:
Signature
 Chairman/BoS in (Category A/B.)

Recommendation of the Dean/Head of Institution (For Category C):

I certify that the above activity contributes to professional development of the country.

Date:
Signature
 Dean/Head of Institution

Permission to use the Auditorium/ Conference hall is approved/not approved

The venues are available for the above event/function from a.m./p.m. to a.m./p.m. on

.....
 Deputy Registrar/ Assistant Registrar Date

Approved/Not approved

 Director Date

Categories

A: Academic/research activities of PGIS (Conferences, short courses, workshops, seminars, etc.).
 Applicant: Coordinator of the activity **Total Payment**
Free of charge

B: Academic Activities of PGIS affiliated societies Free of Charge
 Applicant: President/Secretary of the society

C:

Other professional activities of academic/research institutions and scientific organizations	PGIS Auditorium	PGIS Conference Hall
	Rs. 7000/ Per day	Rs. 10,000/- Per day
	Rs. 4000/ Per half day	Rs. 5,000/- Per half day
Applicant: Organizer (A senior academic/research staff member of the institution <i>(36th FC)</i>)	Rs. 5000/ Refundable deposit	Rs. 10,000/ Refundable deposit

Please see reverse.

Important:

1. The application should reach the Office of the Director/PGIS seven (07) days prior to the event.
2. Applicant is responsible for keeping the venue cleaned after the event.
3. Nothing should be pasted on walls, windows, tables, chairs, fans, etc.
4. Applicant/Association is responsible for any losses/damages to the property.
5. Noise should be kept to minimum (No public address system) if the venue is used during the day-time.
6. It is not allowed to use other facilities/rooms of the PGIS.