



चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द

**Chaudhary Ranbir Singh University, Jind**

(Established by the State Legislature Act 28 of 2014)

(Recognized u/s 12-B & 2(f) by UGC Act 1956)



## GENERAL BRANCH

### TERMS & CONDITIONS FOR USAGE OF UNIVERSITY AUDITORIUMS

For Maintenance and Commercialization of Facilities of University Auditoriums, the following terms and conditions shall be applicable:

**(A) For Use of Auditorium by the University:-**

1. The University Auditoriums are primarily meant for use for various functions relating to academics, research, students' welfare, employees' welfare, cultural functions and other co-curricular activities of the University. Therefore, the use of Auditoriums for organizing the above programmes by the Department/Branch/Office will be allowed free of charges by the Vice- chancellor or on the specific recommendations of Dean Students Welfare (for function of the students of several departments routed through Chairperson/Dean concerned), Chief-Warden (for function of the hostel students), Dean (for the students of the faculty) and Chairperson (for functions of State/National Level organized by the Department). The user concerned shall required to submit an application (**Annerxure-A**) to Estate Officer through Competent Authority who thereafter put it to the Vice-Chancellor for approval.

**(B) For Commercial Use by External Organizers:-**

1. The Auditoriums may be allowed for use on commercial basis by the competent authority. The Private Registered Academic/Business/Social Organizations/Institutions may also be allowed to use for organizing their Programme.
2. The user willing to use the University Auditorium shall be required to submit an application to the Estate Officer of this University (**15 days in advance of any event/programme**) for booking on the prescribed form as per **Annexure-A** and an **Affidavit as per Annexure-B** along with an advance payment through demand draft in favour of Registrar, Chaudhary Ranbir Singh University, Jind payable at Jind/ Cash against University receipt as per approved rates. If the booking is cancelled, on the request of users, 10% of the advance booking charges will be deducted from the advance as maintenance charges while refunding the advance.

**Hiring charges:**

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Description	Approved Rates per day of Auditorium in Teaching Block-1 Swami Vivekananda Bhawan CRSU, JIND In Rs.	Approved Rate per day of Auditorium in Teaching Block-2 In Rs.
(i) For Private Registered Academic/Business/Social Organizations/Institutions	25000/-	40000/-
(ii) Rehearsal Charges per day	2500/-	4000/-
(iii) For Other Govt./Semi Govt. Departments	15000/-	25000/-
(iv) Refundable Security	25000/- Exempted in case of point no. (III)	25000/- Exempted in case of point no. (III)

3. The user(s) shall ensure that the number of their guests does not exceed the capacity of University Auditorium. No extra seat shall be allowed to be placed in the Auditorium.
4. The user(s) will be responsible for safety and security of the University Auditorium property during the function. If any damage is done to any item/equipment or any theft is noticed in the University Auditorium during such use, these user(s) shall bear the cost of damage/theft. This cost shall be deposited in cash failing which the same will be recovered from the refundable security.
5. If the cost of damage/theft exceeds the amount of refundable security, the security shall be forfeited and excess amount shall be paid by the user(s) in cash.
6. The user(s) shall abide by all the rules and regulations and other terms and conditions, revised from time to time, for booking/use of the University Auditoriums.
7. The booking shall be subject to availability of the University Auditoriums on any day and its final approval by the Vice-Chancellor.
8. In the event of unfortunate incidents, the University shall have the right to cancel the booking.
9. The user(s) shall be responsible for keeping the premises of the University Auditorium neat and clean, and to hand over the University Auditorium to the official meant for checking of the duties.
10. The user(s) shall not use the University Auditorium for the purpose other than what is mentioned in the Application Form.
11. The user(s) shall not use the University Auditorium and/or its premises for screening/ presentation of any objectionable activity like pornographic scenes/files.
12. In case, any tax/levy in respect of the function / activity is required to be paid, the user(s) shall pay the same.

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13. The user(s) shall be entirely responsible for any risk or damage to life or property of any person (organizers, performers and audience or spectator). The University shall not bear any cost towards such losses / damages.
14. The actual cost of furniture articles etc. if damaged during the function shall be deducted from the refundable security deposited with the University.
15. The security demand draft will be refunded by the University Accounts Branch on recommendation of the Estate Officer that no recovery is to be made on account of any damage etc.
16. The user shall have to intimate the name of VIP/Chief Guest invited for the programme/function at the time of booking on the prescribed Performa.
17. The payment will be accepted only in the shape of Bank Draft in favour of Registrar, Chaudhary Ranbir Singh University, Jind payable at Jind/ Cash against University receipt. No cheque (s) will be accepted.
18. The University shall not be responsible for any failure of electricity, generator, air-conditioning etc. on account of any unforeseen reasons, technical or otherwise.
19. The actual cost, at market rate to be assessed by University of any damage(s) caused to any property of the University viz. furniture, fixture etc. at the time of organizing the functions will have to be made good by the organizers.
20. The vehicles shall have to be parked only at the place specified for the purpose.
21. No extra facility shall be provided by the University to the user of the Auditorium.
22. No interior decoration in the Auditorium shall be permitted.
23. No table & chairs made of iron/steel of tent house will be allowed inside the University Auditorium.
24. Smoking is not allowed. Further, any inflammable material is not allowed to be carried inside the University Auditorium.
25. The Auditoriums will be used under the general control of Estate Officer and he will depute appropriate manpower to look after Auditorium during programme.
26. The maintenance of the Auditoriums will be provided by the Construction Branch of the University.
27. The decision, especially with regard to any required interpretation of rules, of the Vice-chancellor shall be final and the legal jurisdiction shall be limited to Jind only.

R. Puri  
27/01/2020  
REGISTRAR



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Annexure-A



**APPLICATION FOR THE BOOKING OF THE UNIVERSITY AUDITORIUM**

(To be submitted at least 15 days in advance of any event/programme)

1. Name and address of the Applicant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Name, Designation, Address and Telephone No. of the authorized person \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Date(s) of booking From \_\_\_\_\_ to \_\_\_\_\_
4. Duration of booking From \_\_\_\_\_ to \_\_\_\_\_ Hrs.
5. Purpose/nature of the function \_\_\_\_\_  
\_\_\_\_\_
6. Equipments to be used during the Function:-  
Sound system ' Yes / No  
Video Projection Yes/No

**Signature of the Applicant  
(with office seal)**

**Estate Officer**

## AFFIDAVIT

I/We \_\_\_\_\_ S/oD/o \_\_\_\_\_  
 \_\_\_\_\_ Resident of \_\_\_\_\_ on behalf of \_\_\_\_\_ Do here by solemnly affirms and declare  
 as under:

1. That the **University Auditorium, Chaudhary Ranbir Singh University, Jind** will be used for organizing the function for Social, Cultural, Educational 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 **University Auditorium, Chaudhary Ranbir Singh University, Jind** will be maintained by me/us.
4. That no drugs/alcohol and other intoxicating material or any non-veg. will be allowed in to 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 **University Auditorium, Chaudhary Ranbir Singh University, Jind.**
7. That the \_\_\_\_\_ will abide all the rules and regulations framed by the University for the Operation use and maintenance of **University Auditorium, Chaudhary Ranbir Singh University, Jind.**
8. The number of guests entering the Auditorium will not exceed \_\_\_\_\_ and it will be our responsibility to identify them and to assist the Security in regulating their entry both to the Auditorium.

DEPONENT

Date:

Place:

VERIFICATION:

Verified that the contents of the above affidavit are true and correct to the best of in knowledge and belief.

DEPONENT