



JAWAHARLAL NEHRU ARCHITECTURE AND FINE ARTS UNIVERSITY

(Established under A.P. Legislature Act. No. 31 of 2008)
Mahaveer Marg, Masab Tank, Hyderabad - 500 028.

Guidelines for Booking of Auditorium

(i) General Rules:

1. The Auditorium shall primarily be booked only for Academic activities such as Lectures, Seminars, Conferences, Programmes, Symposiums, workshops, etc., Priority for booking of the auditorium will be for JNAFA University activities.
2. The Auditorium shall not be booked for any political/religious activities, general body meetings, holding of elections of office bearers of societies, Birth Day /Foundation Day event of any organization/society, etc.
3. There are 625 seats in the Auditorium. A few seats in the first row of the auditorium are reserved exclusively for the senior officials of the University and Organizer or for handicapped and disabled persons/audience.
4. The auditorium will be initially booked only for a single day event during the normal office hours from 9.00 a.m. to 6.00 p.m. and is to be vacated within an hour after the meeting. This is not applicable for JNAFA University activities.
5. Children below 8 years of age are allowed only with their parents/attendants in the Auditorium.
6. All reservations will be made on prescribed form only. Verbal/telephonic reservations will not be entertained. Green area / Open area near the Auditorium cannot be booked or used for activities. The University reserves the rights to refuse booking of the auditorium or to revise the auditorium booking charges at any time without assigning any reason.
7. Any damage, to the Auditorium fittings, fixtures, etc., during the course of use, will be the responsibility of the organizer and they shall pay for the cost of repairs, as per the estimate by the University
8. The University will not be held 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 on any portion of the campus but will be allowed at the designated space specified in the auditorium. Posters or notices are allowed only in Foyer, outside the auditorium.
10. The organizer will obtain Police permission 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.
11. No vehicle will be allowed for parking at the main entrance except at the authorized parking space.
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 Registrar, JNAFAU and charges may be levied on the same.
13. Smoking, drinking of alcoholic drinks is strictly prohibited in the premises of the institution. The organizer booking the premises shall ensure that the rule is not violated. In case of violation, the security money will be forfeited and legal action will be also 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.
15. No fireworks will be allowed within the premises of the auditorium and in Campus. Fire safety regulations in the venue are to be strictly followed.
16. 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 Campus premises.

17. Organizers are advised to take care of conference material /technical equipments/personal belongings, as University is not responsible for their safety.
18. To maintain Security 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.
19. 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, University will not be liable for any loss suffered by the booking organization and the organizer will co-operate with the staff of University.
20. 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.
21. Organizers are requested to avoid overcrowding in the hall and premises.
22. Only limited external furniture is permitted into the University with prior approval. The furniture inside the Auditorium should not be shifted to any other place.
23. The organizers have to sign the occupation and vacation reports available with the University Auditorium in-charge, while taking over and handing over the venue.
24. The Vice Chancellor may grant exemption from the operation of any of the rules in exceptional cases on merit.
25. Lunch or any other refreshment, eatables etc. will not be permitted inside the auditorium.
26. Organizers are required to ensure that catering is limited to areas permitted by University and to clean the premises after the event is over. Appropriate action will be taken in case of any deviation. No food preparation shall be permitted in the campus
27. The University has rights to modify/amend the rules/guidelines anytime without assigning the reasons.

(ii) Tariff Rules

The following categories are identified to provide use of University auditorium upon rent payable to University.

1. Government Organizations	Rs : 15,000/-	} GST 18% Extra
2. Semi-Government Organizations	Rs : 15,000/-	
3. All Affiliated Institutions	Rs : 20,000/-	
4. All other educational institutions	Rs : 25,000/-	
5. Any other event	Rs : 50,000/-	
6. Security Deposit	Rs : 50,000/- (Refundable)	
7. Electricity	Rs : As per Unit Rate	
8. Generator Charges	Rs : 2,600/- (per hour)	

The charges for booking and security deposit are to be paid through Demand Draft (D/D) only, in favour of “The Registrar JNAFA University Hyderabad. The payment should be made at least 7 days in advance at the office of the Registrar, JNAFA University, Mahaveer Marg, Hyderabad -28.

Notice for pre-ponement /postponement/cancellation of an event should reach the University at least seven days prior to the date of function (excluding the date of function) in writing, failing which booking amount as mentioned below will be forfeited.

	Cancellation	Pre/Post-ponement
3 months or more before the function	5%	Nil
2 months or more before the function	10%	5%
1 month or more before the function	25%	10%
15 days or more before the function	40%	25%
7 days or more before the function	75%	50%
Less than 7 days before the function	100%	75%

(iii) Booking Form:

Booking Form and Affidavit attached. *

E-mail : registrar@jnafau.ac.in
URL : www.jnafau.ac.in



Ph.: Off / Fax: 040-23321226

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Application for Booking of University Auditorium

1. Name of Member/Organization: _____

2. Communication Address: _____

3. Contact Telephone No: _____ Mobile No: _____ Fax No: _____

4. Date on which Auditorium required: _____

5. Timing FROM: _____ TO: _____

6. Purpose for which required: _____

7. Number of Persons expected: _____

8. Name of Chief Guest/ Dignitaries (if any): _____

9. Is the event being organized in collaboration with any other organization or
Funding from another source: _____
(Like Society/Association/Charitable Institutions/
or any other professional body) _____

10. Is delegate participants fees being charged from the _____
Participants

11. Brochure / website address of the event, if available: _____

12. Have you read the Guidelines/Terms & Conditions?
Formulated by the University? (Yes / No): _____

13. Booking Amount Detail:

Draft	Bank & Branch Detail	DD Number and Date
Booking Amount	_____	_____

I/We have read and understood the guidelines for booking of the venues and catering, and undertake to fully comply with these guidelines. In case of non compliance, the booking will be cancelled & security money will be forfeited.

Yours faithfully

Signature of Head of the Department/Institute
Competent Authority
(Official Seal of the Office): _____

Signature: _____
Name Capital Letters: _____
Designation: _____
Full Address: _____
Telephone No. _____
Mobile Number: _____
Email address, if any: _____

(Office Use)
Recommended by the University Authority:
Signature: _____
Name and Designation: _____
