



# AL JAMIA AL ISLAMIYA

SANTHAPURAM, PATTIKKAD P.O  
MALAPPURAM -679325

## FORM FOR REQUISITION FOR BOOKING OF VENUE

(Mandatory to fill all the details)

Kindly make available (Tick the Required Room)

- |                         |                                 |
|-------------------------|---------------------------------|
| 1. Conference Hall      | 5. Ibn Khaldun Hall             |
| 2. Imam Shafi Hall      | 6. Staff Meeting Hall           |
| 3. Imam Abu Hanefa Hall | 7. Others (please specify)..... |
| 4. Imam Moudoodi Hall   |                                 |

### Purpose & Details of the Programme

Programme Title ..... Organized By.....

Name of Programme Coordinator: ..... Mob No. :.....

Date & Time of the Programme: From.....To.....

No of delegates.....Food Required for..... Food Request Form No. ....

Accommodation facility needed.....Gents.....Ladies.....

Venue Opening Time..... Venue Closing Time.....

(Venue Timing is required in advance for pre-arrangement for the programme, along with pack up period required for closing the Hall/Auditorium)

I/We also need (Tick the required Items)

SL NO	ITEM	QTY REQUIRED	QTY ISSUED	SL NO	ITEM	QTY REQUIRED	QTY ISSUED
1	P A SYSTEM			6	PROJECTOR REMOTE		
2	CORDLESS MIKES			7	OPERATOR		
3	PROJECTOR			8	PRESENTER		
4	COLLAR MIKES			9	CHAIR		
5	VGA CABLE			10	OTHER ITEM(PLEASE SPECIFY)		

### Directions for Programme Coordinator/Students:

1. For booking of any Room/Hall/Auditorium, duly filled form must be submitted to the Administration Department well in advance of the event. Incomplete Forms will not be entertained in any circumstances.
2. **The item/s which is/are not requested to avail in the application form will not be permitted.**
3. The Programme Coordinator/Students is advised to visit the venue and inform Administrator for rectification of non – availability of any requirement well in advance, so that the equipment/requirements can be put in place before Scheduled programme.

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4. In any case/emergency no amendment/changes will be entertained/permitted in the existing infrastructural facilities without approval of competent authority.
5. Programme Coordinator/Students must ensure that they are receiving the Assets/Equipment are in good working condition and should meet their requirement for the programme.
6. ProgrammeCoordinator/Students must ensure that Assets/ Equipment's should be handed over in good condition, after the completion of programme.
7. Care should be taken while handling Assets/Property/Equipment's issued for the programme.
8. Maintaining tidiness of the allotted premises is also expected from the allottee/students
9. ProgrammeCoordinator/Students should maintain decorum while using the premises and should not indulge in any unauthorized activity.
10. Projector should be switched off by the remote control before switching off the power point so as to avoid any damage due to overheating.
11. Please switch off the electric light/power points/electronic goods before leaving the Hall / Auditorium.
12. ProgrammeCoordinator/Students who takes charge for any of the listed property for any programme will be responsible for any mishandling/loss of the property.
13. ProgrammeCoordinator/Studentsis/are advised to follow the instructions of administrative authorities.
14. In case of any loss, disciplinary action may be taken against the applicant /student to whom Hall/Auditorium is allotted.
15. All allottees have to keep all venues cleaned after function/event is over. It will be the responsibility of in charge/coordinator/students to remove all banners/back drops/flex boards.

*(Attach additional sheets if needed)*

Name&Signature of the Applicant.....Date .....

<b>To be signed by</b>	<b>Signature</b>
Administrative Assistant	
Canteen Manager (If food required)	
Hall Custodian	
House keeping Manager	
Head of Electrical Department	
IT Technician	

Authorized by  
**Administrator**