

THE GANDHIGRAM RURAL INSTITUTE – DEEMED TO BE UNIVERSITY

(Fully Funded by Ministry of Human Resource Development, Govt. of India)

Accredited by NAAC 'A++' Grade (4th Cycle)

Gandhigram, Dindigul – 624 302

Silver Jubilee Hall Reservation Request Form

Name of the Faculty/Department/Centre	:				
Name & Designation of the Faculty/Staff need Hall Facility	:				
Mobile NO.	:				
Purpose of Hall Booking	:				
Programme/Event Details	:	Date		Time	
		From	To	From	To
Total number of Participants (Expected)	:				
REQUIREMENTS: (Please Tick)					
LED Video Wall		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Generator Facility		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Public Address System	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photography		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Videography	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sanitation		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hall-Seating	<input type="checkbox"/> Yes <input type="checkbox"/> No
Drinking Water		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Domestic Water	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of the Faculty/Staff /HOD/. with seal					

Office Note:

i) The Hall, as required above, is unavailable on

ii) The Hall, as required above, is available on

**Staff Incharge
Silver Jubilee Hall, GRI-DU**

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Silver Jubilee Hall Reservation Confirmation

The Hall is allotted to you... from to based on your request. Hence, it is informed to collect the hall keys in advance and return it immediately after completion of the programme / event. It is further requested to strictly adhere the following:

Staff Incharge

Silver Jubilee Hall, GRI-DU

Instructions:

1. Faculty/staff reserved the hall for their programme/event should receive and return the keys (or through authorized person from their department/ centre) to the Staff Incharge of the Hall on weekdays between the office hours.
2. Prior consultation with hall staff incharge regarding stage decoration/backup arrangements is necessary.
3. The administration have every right to make decision concerning facility usage that are in the best interest of the Institute and cancel or postpone programme/event on rare occasion when the space is needed by the office of the Vice-Chancellor & Registrar.
4. The Hall will primarily be used for academic activities and shall be booked for Seminar, Conference, Workshop, Academic Talk and Lecture at National and International levels.
5. Hall will not be reserved for student association/, Department celebrations (welcome& farewell party), Cultural practices and any other student programmes.
6. Serving of eatables (food, snack, beverages etc.) inside the hall are not allowed.
7. Banner/backdrop placed inside the hall should be on self stands only. Use of tape, staples, tacks, nails, pins or hooks to secure decorative materials inside the hall are strictly prohibited.
8. Decorations are not allowed on the wall paneling of the dais.
9. All the doors/windows must be closed during the programme & do not use fan while Air Conditioning Unit is running.
10. Cancellation/postponement of hall reservation should be informed as early as possible.
11. Staff Incharge of the Hall accepts the hall booking requests on working days from Monday to Friday during working hours

12. Hall may be booked and allotted to the faculty/staff programmes based on a first come, first serve basis.
13. It is the responsibility of the faculty/staff to ensure the hall is appropriate for the programme/event.
14. Switch off the lights/fan before leaving the hall. It is the responsibility of the faculty/staff to ensure that once the function is over, the venue is checked and locked properly.
15. The Payment for the LED Video wall is to be paid prior to the event/ Program. *as prescribed wage charges*

The Coordinating members of the Support system are as follows:

- i. **Public Address System (PAS) and Generator –The Director i/c., Centre for Rural Energy, GRI.**
- ii. **Drinking Water Supply – Coordinator, Water Division, GRI.**
- iii. **Swachh Bharat Activities - Assistant Engineer, Department of Rural Health & Sanitation & Nodal Officer, Swachh Bharat Mission, GRI.**
- iv. **LED Digital Screen – Director, Computer Center, GRI,**
- v. **Photo & Videography – Head, Department of Lifelong Learning and Extension, GRI.**

All the requests from the faculty/staff for Hall booking must be addressed to “The Staff In-charge, Silver Jubilee Hall, GRI” and should be directed to Dr. S.S. Vijayanchali, Professor, Department of Home Science, GRI.