



# ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR.

## Office of the Estates

### BOOKING FORM

Booking for Auditorium / Conference Hall / Board Room .....

**Event Coordinator's Contact Details:**

Name & Designation		
Department / Centre / Office		Email:
Cell Number		Date:

**Event Details:**

Date (s):		
Time:	Start:	End:
Title:		
Chief Guest Name:		
Number of Participants		

**Equipments and services required:**

Data Projector	Yes	No
Audio	Yes	No
Internet Connectivity	Yes	No

**Brief description of the Event:**

- Whether the event has been approved by the IUST's Competent Authority. YES / NO.  
**If YES, a copy of the approval be attached.**
- Whether the event is Sponsored: YES / NO.  
**If YES, the details of Sponsorer and nature of sponsorship:**  
.....  
.....
- Whether the event is collaborated: YES / NO.  
**If YES, the details of collaborator(s):**  
.....  
.....
- **Undertaking:** The Event Coordinator shall be personally responsible for any sort of damage to the university infrastructure / asset at the venue during the preparation / conduct of the event.

\_\_\_\_\_  
Event Coordinator

\_\_\_\_\_  
Head/Director of Department / Centre / Office

\_\_\_\_\_  
Dean / I/c Dean

Approved

Not Approved

**Deputy Registrar**  
**Estates**

**Important Note (s):**

- Booking must be done at least seven days prior to the commencement of the event.
- No eatables should be consumed in the Auditorium / Conference Hall / Board Room.
- The amount due shall be paid within seven days of the completion of the event in case of in-house programmes or in advance in case of sponsored programmes & events conducted by the outsiders.
- The amount due shall have to be deposited in the dedicated account of the University.