

TAGORE AUDITORIUM IMPORTANT INSTRUCTIONS

- Rights of Admission are reserved.
- Smoking is strictly prohibited.
- Lighter, Match Box, Cigarette, Biri, Pan Masala or any other intoxicating material are not allowed to carry.
- Fire Arms or Explosives are not allowed in the premises.
- No Luggage, Bags, shall be allowed in the Auditorium. However, small purses, Laptops, Camera are allowed only after examination.
- Belongings, if any, is to be deposited at the Reception Counter against token. However, Auditorium staff shall not be held responsible for the loss of valuables.
- Keep your Mobile either on Silent Mode or Switch it off before entering.
- Maintain Cleanliness, Decorum and Discipline.
- Do not touch, manipulate or temper with the articles.
- Park your vehicles properly at your own risk.

**By Order
University Administration**

AFFIDAVIT

I, _____ S/o _____,
resident of _____ on behalf of _____
do hereby solemnly affirm and declare as
under:

- 1) That the Tagore Auditorium will be used for organizing the function for social reform and some other noble causes.
- 2) That the Programme organized by our Institution is not commercial.
- 3) That the sanctity and security of the Tagore Auditorium will be maintained.
- 4) That no drugs/alcohol and other intoxicating material will be used by the audience and the organizers itself.
- 5) That the Society/Institution will be responsible for any damage caused during the function/programme.
- 6) That the Society/Institution will own any legal discrepancies/claims caused by the function/programme organized in Tagore Auditorium.
- 7) That the Society/Institution will abide by all the rules and regulations mentioned/established by the University authorities for the operation of the Tagore Auditorium.

Deponent

Date:
Place:

Verification:

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

Deponent

Date:
Place:

(To be attested by Notary/Oath Commissioner)

UNDERTAKING

- 1) The Tagore Auditorium will be used for organizing the function for social reform and some other noble causes.
- 2) The Programme organized by our Department/Institution is not commercial.
- 3) The sanctity and security of the Tagore Auditorium will be maintained.
- 4) No drugs/alcohol and other intoxicating material will be used by the audience and the organizers itself.
- 5) The Department/Institution will be responsible for any damage caused during the function/programme.
- 6) The Department /Institution will own any legal discrepancies/claims caused by the function/programme organized in Tagore Auditorium.
- 7) The Department/Institution will abide by all the rules and regulations mentioned/established by the University authorities for the operation of the Tagore Auditorium.

Head of the Department

Date:
Place:

APPLICATION PROFORMA FOR THE BOOKING OF TAGORE AUDITORIUM

1. Date of Booking : _____
2. Duration of Booking : _____
3. Name of Deptt./Institution : _____

4. Name of the Programme : _____
5. Objective of the Programme : _____
7. Name of the Person authorized : _____
by the Deptt./Institution for
booking.
8. Address, Telephone No. & : _____
Designation _____
9. University Receipt No. : _____
(Non-refundable)

Head of the Department

APPLICATION PROFORMA FOR THE BOOKING OF TAGORE AUDITORIUM

1. Date of Booking : _____
2. Duration of Booking : _____
3. Name of Deptt./Institution : _____

4. Name of the Programme : _____
5. Objective of the Programme : _____
6. Brief Profile of the Deptt./ : _____
Institution (Attach Separate
Sheet) _____
7. Name of the Person authorized : _____
by the Deptt./Institution for
booking.
8. Address, Telephone No. & : _____
Designation _____
9. University Receipt No. for : _____
Security Rs. 60,000/-
(Non-refundable)

(Signature of Applicant)

1. Name & Full Address _____
Of the Deptt./Inst. _____

PROFORMA FOR EQUIPMENTS TO BE USED DURING THE FUNCTION

1. Sound System : Yes/No
2. Video Projection : Yes/No
3. Green Rooms : Yes/No

VIP Suit/Lounge will not be provided.

1. Signature of Authorised person _____
of the Society/Institution
2. Address of the Society/ _____
Institution

MAHARSHI DAYANAND UNIVERSITY ROHTAK DEAN STUDENTS' WELFARE OFFICE

RULES AND REGULATIONS FOR THE BOOKING OF TAGORE AUDITORIUM

1. The interested Society/Institution/Party will have to deposit Rs.
60,000/- as book amount which will be non-refundable.
2. Rs. 50,000/- as refundable security will be required.
3. The applicant has to submit the detailed Programme regarding the contents of the Programme, Number of Audience, timings etc..
4. The applicant(s) will be responsible for any damage caused during the function and the applicant (s) shall abide all the rules and regulations established by the University for the operation of the Tagore Auditorium.
5. The duration of the Programme will be eight hours. On exceeding the time, Rs. 6000/- will be charged per hour.
6. The booking is subject to the final approval of the Vice-Chancellor.
7. The University is having right to cancel the reservation informing the concerned Society/Institution/Party in case of emergency.

Director Youth Welfare