



Unveiling Excellence

USTM

AUDITORIUM UTILIZATION POLICY & GENERAL RULES AND REGULATION

(Chapter - XXXI, University Policies & Guidelines)



CHAPTER XXXI

Auditorium Utilization Policy & General Rules and Regulation

The university has one huge Central Auditorium, one small Auditorium and 3 mini Auditorium cum conference halls in the campus to promote the conduct of international, national and other University events such as conferences, workshops, seminars, meetings, placement programmes and cultural events. All auditoriums are well-furnished, air-conditioned and equipped with modern projection and audio systems with access to the internet. The auditoriums feature fixed traditional theatre style seating, raised stage, adjustable lighting, sound system, large screen for video and computer presentations.

Central Auditorium: Centrally air-conditioned state of the art auditorium of the University is a state-of-art architecture marvel. It has a seating capacity of 3000 persons, 2000 at the ground floor and 1000 at the balcony level. In the upper level of the complex it has two fully equipped seminar cum conference halls with seating of 100+.

This auditorium has been equipped with a state-of-art stage with the latest and highly adjustable lights and sound system. It has the most modern Audio and video projection system including video walls. It is designed with the latest technology and has been equipped with the latest heating, ventilation and air conditioning system. It also has smoke detectors, fire alarm systems and automatic sprinkler system, for early detection of fire.

Prof NK Chaudhury Auditorium: Prof NK Chaudhury Auditorium has seating capacity of 200 persons and is a hub for all the academic events & activities organised by the University. The auditorium caters to multiple uses such as meetings of students & faculty members, presentations, short-term training programmes, workshops, conference, expert/guest lectures, celebrations, functions, gatherings etc. It is well-equipped with state-of-the-art lighting, acoustic systems, and audio-visual aids making it a big hit among our students.

The above auditoriums and the seminar halls is not only available for internal use by the University community but it is also rent out to outsiders for different events and programmes if it is not pre engaged for any internal events or programmes.

Booking Procedure:

Internal Customers: For any programmes that is to be organised by the University authority or any department or any forum of the University. They have to submit an application to the Deputy Registrar/Estate Officer at least three days prior to the event date. On receipt of the booking application, the availability of the said auditorium/conference hall is communicated and at the same time due approval is taken from the concerned authority and confirmation is given to the applicant within the next day. So that all formalities can be completed before the event /programme.

External Customers: For all external customers, they have to submit a booking application addressing the Deputy Registrar/Estate Officer at least 10 days prior to the event date. After receiving the application and going through the booking status of the concerned auditorium/conference hall. If the auditorium/

Conference hall is available and the booking is approved by the concerned authority the said date will be allotted to the applicant. A provisional confirmation letter will be issued in this regard in the name of the applicant(s) within 3 working days. Once the applicant deposit the advance amount as per the booking terms and conditions, the auditorium booking agreement is signed between the applicant and the University authority. 24 hours prior to the event 100% advance rental payment + security deposit needs to be cleared along with the police permission letter in case of booking for the Central Auditorium.

The following are the General Rules & Regulations:

1. USTM reserves the right to refuse/cancel the booking of the Auditorium at any time to any party without assigning any reason whatsoever.
2. USTM management reserves its right to evict/remove any person/ guest /invitee of the organizers /Booking Party, if it is established that organisation's persons are misbehaving or indulging in any activity which is in violation of rules and regulations of USTM or detrimental to the interests and reputation of USTM. Further, if the same is illegal / unlawful / or prohibited by law or indecent.
3. **Smoking or alcohol is strictly prohibited anywhere within the premises of Central Auditorium nor are any food articles, weapons, bottles, briefcases, tiffin boxes allowed in the Auditorium. The Management will levy a fine for such violation and may stop the show, if so needed. Backpacks may be allowed only to carry study materials or copies.**
4. Posters / banners / publicity material is allowed to be displayed only at the specified places provided for the purpose.
5. USTM will not be responsible or liable for any loss or damage of property of the booking party or cancellation of programme due to failure of Electricity or any equipment or any riot, strike, natural calamities. Any damage to Central Auditorium property during the booking period is payable by the booking party.
6. No outside equipment for lighting and Sound System is allowed at Central Auditorium (USTM). Nor any stage sets are allowed on the stage or anywhere else.
7. USTM shall not be responsible / or liable for any loss or damage or injury of any kind to artists, organizer, guests or invitees or third party caused by any reason.
8. USTM reserves the right to alter and modify the above rules and regulations as well as booking charges at any time.
9. It is confirmed by organiser/ applicant herewith that all programme, will be within the norms of law and norms of "good moral conduct". No programme which offends general public sentiment or sentiments of any particular group will be allowed. In such event the USTM Management too has sole discretion to cancel the show. There will be no copyright violation and party will be alone liable for consequences.
10. Final charges will be levied at actual as per prevailing rates on show dates as per actual utilization of facilities. Any damage to the Auditorium property will be charged on actual at the time of billing and this will be binding on the Booking Party. Rates will be pro rata and USTM will charge for excess usage. USTM staff verbally informing the Booking Party for unauthorized excess will be considered adequate for taking deduction from the security deposit.
11. The booking party will be solely responsible for any loss / damage to any property brought for the performance or kept in the Auditorium premises. In the event of the booking of the booking party bringing in any equipment or items into the Auditorium, they shall be fully responsible for all

safety, other legal / statutory requirements, third party risks, etc and the Management stands indemnified against all such risks. Any equipment brought in will need to be pre-approved in writing by USTM Management.

12. The Booking Party shall ensure that all persons brought in by them to carry out the performance including any stage workers, Sound / light operators / technician / helpers etc. fully meet the legal and statutory requirement. The Booking Party shall also be responsible for their safety, discipline etc. USTM Management stands indemnified for any claim including third party risk which may arise on account of any injury or otherwise.
13. Booking is non-transferable.
14. Any additions or amendments to the Terms & Conditions or the Rules and Regulations made by the Management from time to time will be binding on the party booking the Auditorium. The decision of the Management in the interpretation of the term and conditions is final and binding.

PAYMENT DETAILS

(Central Auditorium)

a) For a slot of Two hours	:	Rs. 50,000/-
b) For additional hour	:	Rs 15,000/- per hour
c) Fuel Charge	:	Rs 6000/- per hour
d) Cleaning Charge	:	Rs 5000/- per day
e) For Rehearsal days	:	Rs 15,000/- per hour + fuel charge
f) For Sound Check and other pre-event activities: charge)	:	Rs 3500/- per hour (to be paid as fuel charge)
g) Digital Screen	:	Rs 45,000/- for 3 hours Additional Rs 10,000/-per hour
h) Security Deposit	:	Rs.50,000/- (Refundable). In case of any damage to the property, furniture, fixtures etc. amount will be deducted from the Security Deposit.

h) Payments should only be made in the Cash Counter of USTM. Demand Draft/ Cheque should be made in the name of “University of Science & Technology Meghalaya” (USTM). Draft must be payable at Guwahati branch of the bank.

i) Confirmation of Auditorium Booking only on receipt of 50% advance at the time of booking. Balance amount to be cleared before commencement of the programme. If balance is not paid for unseen problems, the same will be deducted from Security Deposit.

j) In case of No Show by the booking party / or non-attendance by guests, USTM shall not be liable to refund any booking amount to the applicant / booking party.

(Auditorium will be available upto 9.00 p.m. only)

Postponement Charges :-

If postponement is made more than 45 days ahead from the actual date of the programme then 50% of the amount will be returned from the booking charges, but no part of tax paid will be refunded.

Additional facilities provided by USTM will be:

- (1) Using the designated Open Space provided for giving tea or snacks only during intervals. Cooking is not permitted in the premises.
- (2) Catering is allowed only from Amenity centre, USTM. No outside catering or food is allowed without written permission.
- (3) The Space allotted to the booking party for tea or snacks has to be cleaned by the booking party before leaving the premises. Otherwise, an amount of Rs. 2000 for cleaning the area will be deducted from the booking party's security deposit.

Following are the responsibilities of the booking party

- Supervision at the gates and ushering of guests to their seats. Ensuring strict discipline in the Hall.
- Proper signage & direction to be displayed in specific location for necessary guidance to participants/ guest for easy approach/parking etc to the auditorium.
- Necessary volunteers to be deployed by organizer to guide and coordinate with campus officials/security.
- Full responsibility for liaison with police for maintenance of law and order, traffic control etc. under intimation to University Authority.
- Payment of Municipal or other taxes, if any.

The Booking Party will strictly ensure that no more than the capacity enters the Hall. Booking Party will ensure strict compliance of these norms failing which USTM reserves the right to refuse entry / or stop / suspend the show, without refund of show charges

General Note :-

I/we agreed to the terms and conditions to hire the University facility.

I/we understand and agree that the management has the right to stop entry or close the show for any breach of the Booking Rules by me/us without any refund to me/us.

Signature of the Organizer with Seal

Date:

For Office Use Only

The program byis allowed to be held on
.....from.....

The amount received

Rental (Advance/Full): Rs.....

Security Deposit: Rs.....

Fuel Charge: Rs.....

Approval by

Accounts

Annexure - A

Booking Application

SL No:

To,
Deputy Registrar / Estate Officer / Manager

I.....on behalf of my organization/Committee
.....is interested to book your
Central Auditorium as per the laid down terms and conditions. The details of our event/programme are
given below:-

- 1. Nature of the program: Educational/ Cultural/Promotional/Political/Others (Please specify)
.....
2. Date (s): From.....To..... Total days:
3. Time: Start:End.....
4. Total No of expected participants.....
5. Date of Rehearsal: (if required)
6. Name of Dignitaries/ Speakers/Experts invited:
(List to be attached along with address/affiliation etc)

Kindly do the needful and give the necessary permission to organize the program, so that formalities
can be done as per the rules.

With Regards

(Signature of the Applicant)
Full Name of the Applicant :
Designation :
Name of Organization :
Address :
Contact No & Email :

Date:

For Office Use

The event / programme is allowed/not allowed to be organized onas
per the terms and conditions.

Authorized Signatory

Annexure – B

PROVISIONAL PERMISSION

It is hereby permitted the Applicant Organization namely
..... (Application No.) to
conduct their event in Auditorium on
.....(Timings) forday/s as per rules and regulations
prescribed in the Booking Agreement. If any violation found, the event may be cancelled without prior
communication.

Total amount received.....(Cash/ Cheque /DD)

Copy to:

- 1) Estate Officer
- 2) Security I/C
- 3) Office of the Chancellor

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