



FACULTY OF ARTS
UNIVERSITY OF JAFFNA

RESERVATION FORM FOR KAILASAPATHY AUDITORIUM

(Please submit duly completed form in triplicate)

- 1. Name of applicant
2. Address
3. Contact Number
4. Name of the Programme
5. Date of the Programme
6. Time
7. Duration
8. Expected facilities: Air conditioner, Multimedia projector, Sound System, Niraikudam, Oil Lamp
9. Pre arrangement Details: Interior Decoration- Stage, Exterior Decoration- entrance
10. Pre arrangement Time, Date

I accept the following terms and conditions for utilizing the auditorium

- 1. Handle electric switches and electronic items carefully
2. Do not damage moveable and immovable properties
3. Avoid handling flammable materials inside the hall
4. Ensure disposing of brought goods, waste and food items after the event
5. Keep the volume of sound low in order not to disturb others.
6. After the event is over, ensure that the hall is clean and restored to its original condition

Date Signature of the applicant

I recommend/do not recommend the reservation of Kailasapathy Auditorium

Date Signature of the authorized officer*

I approve/do not approve the reservation of Kailasapathy Auditorium

Date Dean/Arts

Cc:Works Engineer and CSO

- ❖ Authorized officer may be the Head of Department/Dean of the Faculty/officer in charge of the programme.

Instruction for Reservation of Kailasapathy Auditorium

1. Permission will be granted to use Auditorium minimum of 02 hours and maximum of 08 hours.
2. If any damage is occurred during the programme, the applicant has to bear responsibility; value of the damaged property will be compensated by the refundable deposit.

Details of Payment:

Details	Amount(Rs.)
Rent - First 2 hours	25,000.00
Additional every hour	6,000.00
Refundable deposit	10,000.00

3. Payment should be made at the Peoples bank, University branch for the following reference numbers.
 - I. Kailasapathy Auditorium Refundable Deposit: 970000430002168
 - II. Kailasapathy Auditorium Rent: 970000430002150