



FACULTY OF ARTS
UNIVERSITY OF JAFFNA

RESERVATION FORM FOR LECTURE HALL

- 1. Name of applicant
2. Name of the Faculty/Dept./Unit:
3. Address
4. Contact Number
5. Name of the Hall
6. Name of the event
7. Date of the programme
8. Time
9. Duration
10. Number of participants:

A. Expected facilities:

Table with 3 columns: Facility Name, Yes (), No (). Rows include Multimedia projector, Audio system, and Oil Lamp.

B. Pre arrangement Details:

Decoration

Table with 3 columns: Location, Yes (), No (). Rows include Inside the Hall and Front entrance.

Pre arrangement Date:

Time: From: To:

I accept the following terms and conditions for utilizing the above lecture hall.

- 1. Handle electric switches and electronic items carefully.
2. Do not damage moveable and immovable properties belongs to lecture hall.
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
If Student, Reg. No:

I recommend/do not recommend reservation of above hall

Date

Signature of Head of Dept. or Staff in-charge

I approve/do not approve the above reservation

Date

Signature of Dean/Arts