



FACULTY OF ARTS
UNIVERSITY OF JAFFNA

RESERVATION FORM FOR SEMINAR HALL

- 1. Name of the Applicant:
2. Name of the Faculty/Dept./Unit:
3. Address:
4. Contact Number:
5. Name of the programme:

(Invitation/programme details should be annexed)

6. Date of the programme:
Time : From To:

7. Duration: Hours

8. Number of participants:

9. Expected facilities:

Table with 3 columns: Facility Name, Yes (), No (). Rows include Air conditioner, Multimedia projector, Flip chart Board, Audio system, Smart podium.

I accept the following terms and conditions for utilizing the seminar hall.

- 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. Do not distribute food items inside the hall.
5. Ensure disposing of brought goods and waste after the event.
6. Keep the volume of sound low in order not to disturb others.
7. After the event is over, ensure that the hall is clean.
8. Do not disturb the existing arrangement of furniture.

Date Signature of the applicant

I recommend/do not recommend reservation of seminar hall

Date Signature of the Head of Dept.

I approve/do not approve the above reservation of seminar hall.

Date Signature of Dean/Arts