Government College of Technology, Coimbatore – 641 013

*(An Autonomous Institution affiliated to Anna University Chennai)*

**Permission Form to use Auditorium**

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| Name of the Faculty /student Coordinator | : |  |
| Branch /Semester or Designation of Coordinator | : |  |
| Name of the Dept./ Club/Cell/Association | : |  |
| Date of the Event | : |  |
| Start Time to End Time | : |  |
| Name of the Event | : |  |
| Objective of the Event*(Mention in one or two lines)* | : |  |
| Contact number of the Coordinator | : |  |
| If previous day(of the event) evening is required for any reasons mention date and Start Time to End Time | : |  |

*Note : One approved copy of the application form is to be given to HOD/EE and key room(i/c) each.*

**CODE OF CONDUCT FOR AUDITORIUM USAGE :**

*1. The college rules and regulations are to be strictly followed.
2. No physical form of stage Backdrop is permitted.*

*3. Electrical and audio-visual equipment (mic, projector, lights) should only be operated by authorized technical staff.*

*4. After the event, all equipment and furniture must be returned to original position.*

*5. The organizing department/club is* ***responsible for maintaining cleanliness*** *and* ***handing over the auditorium in proper condition****.*

*6. Any damage to property will be charged to the organizing department/club/association or individual responsible.*

*7. The auditorium should be* ***vacated promptly after the event*** *as per approved timing.*

*8. The organizing team must ensure* ***waste disposal and proper cleanliness*** *before handing it over.*

|  |  |
| --- | --- |
|  | **Recommended/Forwarded by:** *(if applicable)* |
| Signature of the Coordinator | Signature of the HOD/Faculty |