



SHREE GOKARNANATHESHWARA COLLEGE

GANDHINAGAR, MANGALURU - 575 003, D.K.

Affiliated to Mangalore University

NAAC Re-accredited "B+" Grade (2.73 CGPA)

Ph.: 0824-2457226, Fax : 0824-2457221, E-mail : sgokarnanatha@rediffmail.com

Website : www.gokarnanatheshwaracollege.com

Ref.:

Date :

Policy & Guidelines for the Booking / Usage of Seminar Hall

Facility:

1. Smt. Chennamma Jarappa Memorial Hall
2. College Auditorium

Objectives :

The facilities of the college are frequently used for the purpose of staging events that support Institution's vision and mission. Further, the college facilities are not available for unrestricted use. However, these facilities may be used by the internal and external individuals, groups or organizations as well as affiliated groups of the college, provided that one or more of the following conditions apply:

1. Support the academic programmes and mission of the college.
2. Advance the interests of the college.
3. Benefit student community.
4. Promote the general visibility of the college, ushering favorable notice or publicity.
5. Promote the relationship of the college with existing and potential donors, Well-wishers and benefactors.
6. Provide opportunity for community welfare, outreach and development.
7. Represent an opportunity for revenue enhancement.

Factors to be considered:

The following factors must be considered while scheduling any event in the seminar hall.

1. Required logistical, material and technical support is available.
2. The event should be within the scope and parameters of the intended use of the desired facilities.
3. Required staffing and technical support for the event must be available, either internally or contractually and subject to the approval and supervision of appropriate college personnel who are responsible for maintaining the integrity of the space.
4. The proposed event fits seamlessly into the scheduled use of facilities and campus-wide operations.


SHREE GOKARNANATHESHWARA
COLLEGE, GANDHINAGAR
MANGALORE

5. Proposed events may not impede, inconvenience or displace academic activity or in any way compromise daily college functions.
6. The goal of the Office is to effectively manage the use of college facilities and to provide opportunities for community organizations to visit and use our campus while facilitating use by internal constituent groups.

Bookings by External Party:

External bookings / requisitions for use shall be made at the Office for the availability of hall for use and accordingly grant the necessary permission.

In-House Bookings and Regulatory Control:

In-house booking, use and maintenance of seminar hall on the campus shall be governed and regulated by the Head of the Institution i.e., Principal.

Category of In-house Event Organizers:

A college event includes events organized by academic, co-curricular and extra-curricular, administrative or student unit. It evolves being actively involved in the event, ensuring compliance with college policies and procedures, maintaining the event's progress and assuming overall responsibility for the event's success. The category of in-house organizers includes the following :

1. Departments of the college
2. Co-Curricular and Extra-Curricular Associations / Clubs
3. Staff Bodies
4. Officially recognized Student Bodies
5. Academic

Policy and Procedure:

The policy lays down the following guidelines and procedure for booking, use and its maintenance.

1. The requests for using facilities will be considered on a first-come-first serve basis subject to the need of the facility for higher priority college use.
2. Priority is extended to internal campus events over external.
3. Priority is extended to events that are scheduled and planned with most advance lead time.
4. Tentative bookings shall be treated as cancelled if not confirmed within a week's time.
5. The booking of the venue will be provisional, in case of Institute centrally organized events /programmes, the booking will stand cancelled.
6. Bookings may be done up to one month in advance and in least case at least a week before the planned date.
7. All in-house bookings or requisitions for use shall be made to the Principal during the college working hours.

9. Prospective users should be prepared to furnish the following information on obtaining the required permission for its usage.

- Title of event
 - Name of the Department / Association / Student Body / Organization's name
 - Type of event
 - Contact person's name, phone number and e-mail address
 - Date(s)
 - Duration of the event with advertised start-time and estimated end-time
 - Expected other facilities including other rooms
 - Expected number of attendees
 - Anticipated set-up of the venue
10. The organizer may kindly confirm the booking of venue and the approval before the date of event.
11. The college has an absolute preemptive priority over individuals or organizations and reserves right to cancel, postpone or alter facility reservations for any event when necessary.
12. Facilities Use Policies and Guidelines are subject to change from time-to-time as and when required.
13. The use of facilities for personal or private events is a privilege reserved solely for faculty, staff, alumni, well-wishers, benefactors of the Institution and requires approval of the appropriate authority i.e., the Governing Board of Management.
14. Venue facilities can be used from 9:00 AM to 6:00 PM. Usage beyond the said timings can be made by seeking special permission from the Principal.
15. With a view to ensure life safety of the facilities and preserve the heritage of the hall, the methods for placing decorations, exhibits and displays shall be limited and will require advance approval by the Principal.
16. No tape, glue, tacks, nails or other methods of attachment are permitted on walls, doors, floors, ceilings, light fixtures, curtains, glass, or any painted surface, etc. . . Any damage caused by, or clean-up required from, failure to comply with this policy shall be the responsibility of the organizers.
17. The group utilizing decorations, exhibits or displays are responsible for both installation and removal within the stipulated timeframe.
18. "Special effects" equipment such as smoke, fog and fire machines are strictly prohibited inside the seminar hall.
19. The Organizer / In-charge staff of the programme will be responsible for making good any damage caused to the seminar hall, furniture, equipment, etc. the organizer is required to ensure that once the event / programme is over, the venue is checked and locked in coordination with the caretaker 20. The institute will not be responsible for any lost, embezzled or damaged property belonging to the member groups utilizing the facilities.
21. If it becomes necessary to cancel the reservation of booking, then the organizer shall at the very earliest intimate it to the Principal.
22. Failure to follow the guidelines and policies of use could result in denial of future requisitions for use.

Instructions to the Users of Facility:

1. Seminar Hall is locked at all times. The key may be availed from the Principal or the Person incharge may be asked to unlock the hall.
2. Technical assistance may be provided on request subject to availability of appropriate personnel.
3. The users need to be considerate of others by not monopolizing the usage of seminar hall.
4. From the view of ensuring safety, the number of participants for an event shall not exceed room or facility capacities as established by the college.
5. Podium and other fixtures on the dais can be moved only with prior permission of the Principal.
6. Provision for display of banner exists in the Seminar Hall. The banners shall be fastened with riggings to the hooks provided on the either side of the wall.
7. Additional banners / backdrops should be arranged on self stands only. Use of nails, double-sided or scotch tapes are strictly not permitted.
8. Arranging for other speciality A/V needs or functions, such as webcasting, podcasting, live streaming video, etc., is the responsibility of the organizer.
9. In case of inadequacy of in-house sound system and / for additional / advanced requirements, it can be hired by seeking approval from the Principal.
10. All the lights, fans and sound system shall be switched off before vacating the hall.
11. Members and their guests are advised not to speak loudly on cell phone in corridors and near the Administrative office as it can disturb those inside rooms.
12. The college campus is tobacco free zone.
13. No eatables are allowed inside the venue unless the specific permission from the Principal is taken for such arrangement.
14. If eatables / beverages are permitted with special permission, then utmost care is to be taken for its disposal and clearance.
15. Requisition for additional room(s) for arranging breakfast / refreshments / lunch shall be made by the organizer at the time of booking.
16. The organizers are requested to ensure that the participants / delegates / food arrangements are confined to the venues booked for them.
17. All tables, chairs and other furniture shall be returned to the original form after the event.
18. Cleanliness in the hall is of utmost concern. Therefore, the organizers must take special care of maintaining the hall dirt free and clean. All the wastes and trash must be disposed in the bin provided.
19. On concluding of the in-house events, key must be returned immediately to the Principal or the person incharge may be directed to lock the same.


IQAC Co-ordinator
IQAC Coordinator
Shree Gokarnanatheshwara College
Gandhinagar, Mangaluru-3


Principal
SHREE GOKARNANATHESHWARA
COLLEGE, GANDHINAGAR
MANGALORE