



SHRI MATA VAISHNO DEVI UNIVERSITY, KATRA, J&K
Application for Availing Maatrika Auditorium

Name of School/Office/Section.....Date.....

Name of the Event.....

Program Coordinator/Organizer of the Event.....

Name of Teacher In-Charge (in case of students' event).....

Dates/Time during which the Auditorium is required.....

.....

Requirements with following specifications (please tick mark):

- | | | |
|--|--|---|
| <input type="checkbox"/> Main Hall | <input type="checkbox"/> Projection Facility | <input type="checkbox"/> Any Exhibition |
| <input type="checkbox"/> Committee Room | <input type="checkbox"/> Additional Screen on the Dais | <input type="checkbox"/> Registration Counter |
| <input type="checkbox"/> Conference Room | <input type="checkbox"/> Lamp Lighting Facility* | <input type="checkbox"/> Green Room |

Dais plan/number of chairs (if seating arrangement on the dais required).....

Prospective number of participant/delegates/audience.....

Category under which the Event falls (category overleaf).....

Reference/Approval, if any (please attach a copy).....

Necessary Contacts:

1. Organizer's.....
2. Student Coordinator (in case of students' event).....
3. Disciplinary Committee/Secy.....
4. Any other.....

Signature of the Organizer/Applicant.....

Forwarded By (if applicable).....

TO: U.E./Auditorium Management

Note: Please attach the copy of schedule of events/list of volunteers requiring recurrent entry.

*Materials for lamp lighting be provided by the organizer

** Auditorium rules overleaf

***In case of entry of props please furnish the list



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Rules for Maatrika Auditorium

1. To hold any function in the auditorium, there should be prior approval from suitable authority and auditorium management should be informed at least three or four days in advance.
2. Any kind of decoration, sticking or posters, wallpapers leading to defacement of walls is not permissible.
3. University students should maintain decorum on the auditorium premises. Any kind of unwarranted activity/conduct will be reported to Discipline Committee.
4. Bringing any kind of eatables inside the auditorium, eating/chewing paan masaala, chewing-gums etc. is strictly prohibited, non-adherence to which would invite suitable action.
5. Any kind of damage caused to auditorium property would result into imposition of penalty/recovery of the cost.
6. Unauthorized persons are not allowed to enter control room, back stage, green room, store room or any restricted area identified by auditorium management.
7. Utilizing auditorium stage for rehearsals, the team should furnish the list of performers well in advance and duly forwarded by the concern faculty. Any person other than mentioned in the list would not be allowed.
8. During the course of rehearsals the presence of responsible head/faculty/deputed is mandatory.
9. If instructed by auditorium management, students have to enter their names in the entry register before entering the auditorium.
10. Shoes are not allowed on the stage/ main dais during rehearsals.