



GYAN PRASAR KENDRA SHAHEED BHAGAT SINGH COLLEGE (UNIVERSITY OF DELHI)



FACILITY BOOKING REQUEST FORM

DATE :

1. BASIC DETAILS

Name of the Department/Society	
Name of Faculty/Convener/Coordinator	
Designation	
Mobile Number	
Official Email ID	
Name of the Student Coordinator	
Designation	
Mobile Number	

2. EVENT/ACTIVITY DETAILS

Name of the Event	
Date and Time	
Venue	

Nature of the Activity (✓ Tick as applicable)

<input type="checkbox"/> Lecture Recording	<input type="checkbox"/> Social Media Content Creation
<input type="checkbox"/> Podcast Recording	<input type="checkbox"/> Video Editing Support
<input type="checkbox"/> Technical Support	<input type="checkbox"/> Graphic Design and Creative Work
<input type="checkbox"/> Event Coverage/Recording/Live Stream	<input type="checkbox"/> JBL Speaker and Mic
Other (Specify) :	

3. GUEST/SPEAKER DETAILS (IF APPLICABLE)

Name(s) of Guest/Speaker	
Designation & Institution	
Brief Profile (Verified by Department)	

4. DECLARATION & UNDERTAKING

I hereby declare that:

1. All bookings shall be undertaken only after obtaining prior approval from the Competent Authority of the College.
2. Requests must be submitted through official communication at least **seven (7) working days in advance** with complete event details.
3. The concerned Department/Society will encourage to appropriately acknowledge Gyan Prasar Kendra for the facilities and assistance provided.
4. GPK facilities shall be used strictly for academic and officially sanctioned institutional purposes only.
5. The concerned Department/Society/Faculty shall be solely responsible for the content recorded, published or disseminated.
6. Verification of guest/speaker credentials and institutional affiliation shall be ensured by the organizing Department.
7. Gyan Prasar Kendra shall not be held responsible for the views expressed or statements made by any speaker/guest.
8. Deployment of GPK staff, intern and technical resources shall be subject to availability and operational feasibility.
9. Proper coordination with GPK staff and careful handling of equipment shall be ensured at all times.
10. Any damage to equipment or infrastructure due to negligence shall be reported immediately and may invite action as per College rules.
11. Cancellation or rescheduling of bookings must be communicated in writing **at least 48 hours** prior to the scheduled activity.
12. In case of any emergent situation, the Competent Authority or the Director, Gyan Prasar Kendra, reserves the right to reschedule or cancel the booking.

Signature of Faculty/Convener/Coordinator:

Date:

FOR OFFICE USE (GYAN PRASAR KENDRA)

Date of Request Received	
Date of the Event	
Time	
Availability Status	<input type="checkbox"/> Available <input type="checkbox"/> Not Available
Staff Assigned	
Remarks	

(Principal)

(Director, Gyan Prasar Kendra)