



SHAHEED BHAGAT SINGH COLLEGE (MORNING/EVENING) (University of Delhi)



Date: _____

1. Name of committee/Association/Society : _____
2. Name of Event/Programme : _____
3. Date(s) of Booking : _____
4. Slot and Room/location for Booking (Choose any one Slot and One Room/Location)

Time Slot	C-1	C-5	Shack Area	Main Stage Area	Any Other
08:00 a.m. to 10:00 a.m.					
10:00 a.m. to 12:00 noon					
12:00 noon to 02:00 p.m.					
02:00 p.m. to 04:00 p.m.					
04:00 p.m. to 06:00 p.m.					
06:00 p.m. to 08:00 p.m.					

Undertaking

We, the undersigned applicants hereby undertake to abide by the rules for the use of Seminar Room C-1/C-5/Shack Area/Main Stage/Any other as given on Page No. 2 (i.e. on the back side of this page).

We agree to be responsible for any damage to the Seminar Room C-1/C-5/Shack Area/Main Stage/Any other and accept the decision of the Principal in this regard.

Signature of Staff Advisor

Name: _____

Ph. No.: _____

Signature of Student Convener

Name: _____

Pn. No.: _____

Approved by the Principal

BOOKING SLIP

Date of Booking	Time Slot	Room Booked C-1/C-5/Shack Area/Main Stage/Any other

Note: The undersigned has the discretionary power to Cancel/Postpone/modify the time slot or any even.

Principal/Event Management Cell-Convener

Dealing Assistant



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RULES FOR USE OF SEMINAR ROOM C-1/C-5/COMMITTEE ROOM/ANY OTHER

Don't:

1. Do not stick posters on the walls.
2. Do not stick photos on the walls.
3. Do not litter the room with Eatables.
4. Do not stick poster on the doors.
5. Do not stick any poster/labels etc. on the windows.
6. Do not spoil the walls of the Rooms in any manner.

Do's:

1. Use Multi Media Projector, Public Address System (Like Cordless Mic., Speaker etc.) or any other electronic equipment carefully.
2. Only use Standys to put up posters/labels etc.
3. Use strings to put up banners outside or inside the Seminar Room.
4. Keep the Seminar Room neat and clean.
5. Only Water Bottles can be used for the guests.

Signature of Staff Advisor

Name: _____

Ph. No.: _____

Signature of Student Convener

Name: _____

Pn. No.: _____

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