



Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi -110075 Website: <http://ipu.ac.in>
GENERAL ADMINISTRATION BRANCH

IPU/GA/Community Centre/2013-14/ 2592

Dated: 30/04/2013

CIRCULAR

Subject: Guidelines for the booking/usage of Community Centre of the University

Please enclosed the guidelines for booking/usage of the Community Centre of the University and a requisition form for the booking of Community Centre.

This issues with the approval of Hon'ble Vice-Chancellor.

Pankaj Agrawal
Deputy Registrar(GA)

IPU/GA/Community Centre/2013-14/

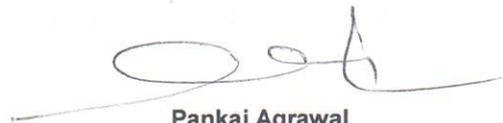
Dated: 30/04/2013

Copy to:-

1. Dean USBT
2. Dean USIT
3. Dean USLLS
4. Dean USMS
5. Dean USBAS
6. Dean USAP
7. Dean USEM
8. Dean USHSS
9. Dean USCT
10. Dean USE
11. Dean USMC
12. Director Research & Consultancy
13. Director Centre for Disaster Management Studies
14. Director Legal Aid Cell
15. Director Organisation & Development
16. Director Academic Affairs
17. Director Project Monitoring Cell
18. Director International Affairs
19. Director Students Welfare
20. Director Co-ordination
21. Principal IGIT
22. Controller of Finance
23. Controller of Examination
24. Librarian
25. Chief Engineer
26. Chief Warden
27. JR (General Admin.)
28. JR (Affiliation)
29. JR (Academic-I)
30. JR (Academic-II)
31. JR (Co-ordination)
32. DR (Planning)
33. DR (SDC)
34. Incharge (Pers.)
35. AR (Purchase)
36. AR (Estate)
37. AR (Security)
38. AR (Store)

39. AR (GA-IGIT)
40. Chairman UCITIM (with request to upload the same on University website)
41. DR (PRO)
42. Warden Boys Hostel
43. Warden Girls Hostel
44. Dispensary
45. AR Hon'ble VC Sectt.
46. PS to Registrar
47. Office Copy
48. Guard file

(All above –with request to kindly take necessary initiatives to get this circular circulated/information disbursed to the all staff/students under their charge)



Pankaj Agrawal
Deputy Registrar(GA)



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16C, Dwarka, New Delhi-110 078
[General Administration Branch]

IPU/GA/Community Centre/2013-14/

Dated: 30/04/2013

Guidelines for Hiring a Community Centre and its Facilities

1. Eligibility criteria

- i) The Community Center is available on rent for the regular employee(s) of the University
- ii) The Community Center is available on a first come, first serve basis.

2. Procedure for application/payment of charges

- i. An applicant should submit the complete application form at least two weeks in advance.
Application forms may be obtained at the GA Branch and can also be downloaded from (ipu.ac.in)
- ii. An amount mention in Table of Rate of Charge has to be deposited in advance in the Accounts Branch which will be used for Employee Welfare Fund. The receipt of fee amount and application form is to be submitted in the GA Branch (before this please see the availability of Community Center for your scheduled date of booking).
- iii. Any change of the applicant in the application form is not permitted without approval. If there is any addition or change to the applicant in the application form, the applicant shall inform at least 14 working days before the date of the activity and submit in writing to the University to apply for approval. Any addition or change to the applicant, whereby causing the applicant to be disqualified for hiring the venue or facilities, the applicant shall be at any time responsible for paying the charges.
- iv. If an applicant intends to cancel the activity, he should give such notice seven working days before the commencement of the activity. Arrangement will be made later on for the applicant to get refunded for the sum he paid by means of the permission letter.
- v. An applicant will be informed in writing about his/her allotment status as soon as possible.
- vi. After assessment and necessary approvals, Permission Letter will be sent to the applicant.
- vii. The permission letter will serve as a permit for use of Community Center facilities and should be presented to the other Officers of security, sanitation etc; if required before the commencement of scheduled activities.

- viii. An applicant shall be refused the use of the facilities if the permission letter or the letter of approval cannot be produced at the venue.
- ix. If the venue has to be reserved for departmental use under emergency or Academic/Administrative Activities, an applicant so affected will be informed as soon as possible. Any payment made will be refunded on production of permission letter.
- x. If an applicant fails to turn up without the notification required by (iv) above, any amount paid will be forfeited.

3 Rules and conditions to be followed by the applicant

- I. **To ensure fire safety, the following rules and conditions shall be followed by an applicant:**
 - i) For both indoor and outdoor activity/function
 - a) The premises are used for the designated activity/function.
 - b) No change is made to the structural design or layout of the premises that will increase the designated capacity or cause escape difficult in the event of emergency.
 - c) No decoration of readily combustible materials is used.
 - d) Chairs, if provided for audience, should be battened together in groups of not less than four and not more than fourteen per row.
 - e) The power supply cable should be so located that it will not constitute a hazard to the audience/participants.
 - f) No scenery or decorations of readily combustible nature should be erected on the stage.
 - g) No hydrogen-filled balloon of readily combustible nature should be hanged on site.
 - h) All exit doors shall remain unlocked.
 - i) All staircase, exits and corridors shall be kept free from obstruction and be adequately illuminated.
 - j) Candles must be drip less or floating in water
 - k) Smoking is not permitted
 - ii) For outdoor activity/function
 - a) Only lighting should be used for illumination purpose.
 - b) Mill barriers should be set up to bar off audience/participants from the performing area, public address system and lighting control both.
- II. **The gathering or activity must be held in accordance with the programme previously submitted by the applicant.**
 - a) Any damage or destruction to the community center or the property therein shall be paid for fully by the person, individuals or group renting the facilities. The damages/loss if any will be accused by the GA Branch and inform to the applicant for deposit the same within 15 days, failing of which amount will be deducted from the next month salary.

- b) No posters, slogans, banners or portraits may be posted or hung when using the hall, unless prior approval from the officer-in-charge of the Community Centre has been obtained. An applicant shall maintain good order and discipline in the course of the activity. Chanting of slogans or conducting activity that disturbs public order is prohibited. No sprinkling of powder on the floor is allowed.
- c) An applicant shall assume responsibility for physical arrangement such as seating, and shall not put any nails or any other materials that are difficult to remove such as lacquer, paints or other similar materials on the walls, furniture and other equipments. An applicant shall be liable to pay for damage to any equipment, furniture, or structure in the venue.
- d) An applicant shall reinstate the venue and clean up the place after the activity has come to an end.
- e) No additional electric appliances and lighting equipment are to be installed in any part of the Community Centre unless prior permission from the officer-in-charge of the Community Centre has been obtained.
- f) An applicant may provide its own sound appliance. If audio appliances or lighting facilities are to be used in staging a drama or holding other performance, an applicant should make application for that altogether when he applied for hiring the venue. Upon approval, the applicant should make available an experienced technician or operator to operate the control panel and notify the officer in charge of the Community Centre. An applicant shall assume full responsibility for any damage caused by the activity and the PA system should not disturb the residents of campus (students and staff).
- g) Staff member of the GA Branch shall have the right to enter, at any time, any part of the Community Centre used by the applicant and impose additional conditions for its continued use in the light of prevailing circumstances. If any applicant fails to observe these conditions, the staff member may terminate the right of use at any time and request all persons to leave the venue.

III An applicant warrants that:

- i) He/she shall obtain and maintain all necessary approvals, permits or licenses which may be required or necessary from relevant licensing bodies, copyright owners or otherwise to use any copyright works (including but not limited to recorded music, music videos and karaoke videos) during his use of the Community Centre, and shall comply with the terms and conditions of such approvals, permits or licenses; and
- ii) He/she shall not, and shall ensure that no person shall, do any performance or other act which infringes the intellectual property rights of any person in the course of using the Community Centre.

If so requested by the GA Branch of University an applicant shall forthwith provide evidence to GA Branch of University of any approvals, permits or licenses referred to in (III), i) above.

- IV** The University may, at any time and its absolute discretion, direct an applicant to cease any act being carried out in a Community Centre and to remove any copyright work from the Community Centre, if the University considers that the intellectual property rights of any person may be infringed and the applicant shall immediately comply with such direction.

- V An applicant, and his members, partners, employees, contractors, agents and licenses (each a "Related Person" and together "Related Persons" of the applicant) whether as invitees or otherwise, whilst using or present at the Community Centre are there entirely at their own risk. Neither the University nor any of his employees, agents or contractors shall be under any liability whatsoever for or in respect of:
- a) any loss or damage to any of the applicant's property or that of any of his Related Persons howsoever caused (whether by an act, omission, default or negligence of the University and any of his employees, agents or otherwise); or
 - b) any injury to or death of the applicant or any of his Related Persons (save and except any such injury or death caused by the negligence of the University or any of his employees or agents), which in any case arise directly or indirectly in connection with, out of or in relation to the use of the Community Centre by an applicant or any of his Related Persons.
- VI An applicant shall indemnify and keep the University fully and effectively indemnified against:
- i. Any and all claims (whether or not successful, compromised, settled, withdrawn or discontinued, in whole or in part), actions, investigations, demands, proceedings or judgments, joint or several, threatened, brought or established against the University (the "Claims"); and
 - ii. Any and all liabilities, losses, damages, costs, charges or expenses (including all legal fees and other awards, costs, payments, charges and expenses) which the University may pay or incur as a result of or in relation to any claims, which in any case arise directly or indirectly in connection with, out of or in relation the use of Community Centre by the applicant or any of his Related Persons including any loss, damage, injury or death
- VI An applicant shall indemnify and keep the University fully and effectively indemnified against any loss of or damage to any property of the University or of any of his employees, agents or contractors or any injury to or death of any employee, agent or contractor of the University arising out of the negligence of the applicant or any of his Related Persons.
- VIII No water will be provided for catering activity, applicant has to arrange tankers, etc. from outside.
- IX No political and religious speeches and campaigning of any kind shall be conducted inside the community center
- X Serving of eatables, drinks and beverages permitted under the law are allowed with proper license, if required.
- XI Pets/animals and fire arms are not allowed in the facility.
- XIII Restrooms/Toilets are handicap accessible before leaving check washroom and clean if necessary.
- XVI Applicant waives any right of recovery against the University, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond the their control. Applicant shall not charge results of "acts of God" to the University, its officers, employees, or agent

- XVII Applicant waives any right of recovery against the University, its officers, employees, and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with Applicant's use or occupancy of the Community Hall/Room and adjoining area, even if the University, its officers, employees, or agents seek recovery against Applicant.
- XVIII Applicant is solely responsible for supervising all individuals while at the Community Room facility during the event. The University is not responsible for providing this supervision.
- XIX At the end of your event or function you must clean the building (remove all trash from the premises, sweep, mop, clean bathrooms, if you used the kitchen you must also clean all appliances you used, make sure there are no spills in refrigerator/microwave/floors clean and wipe up all counters and sink. All cleaning supplies may be found in the kitchen cabinets. If you have any questions please ask us

Rates of Charges for Use of Facilities in Community Centre
(With effect from _____)

S.No.	Facilities	Rate (24 hours) (in Rs.)
1.	Complete Community Center with two rest rooms & two separate rooms	2,000/-
2.	One Room	5,00/-
3.	Community Center with rest rooms	1,000/-
4.	Electricity Charges extra	As per submeter reading (actual usage).

The amount of rent charged will be used for the welfare of the university employees, shall be deposited in the Accounts Branch and the receipt of the same must be enclosed with the application form.

The amount at S.No.4 shall be deposited after the usage of the Community Center in the Accounts Branch. The damages/loss if any will be accused by the GA Branch and inform to the applicant for deposit the same within 15 days, failing of which amount will be deducted from the next month salary.



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

DWARKA CAMPUS, SEC. -16C, DWARKA, NEW DELHI – 110078 TELE. NO. 011-25303139, 138

Booking for Community Center of the University

Instructions for User:

1. The Community Center is available on rent for the regular employee(s) of the University
2. The Community Center is available on a first come, first serve basis
3. The premises are used for the designated activity/function
4. No change is made to the structural design or layout of the premises that will increase the designated capacity or cause escape difficult in the event of emergency.
5. Smoking is not permitted
6. Any damage or destruction to the community center or the property therein shall be paid for fully by the person, individuals or group renting the facilities
7. An applicant shall reinstate the venue and clean up the place after the activity has come to an end
8. No water will be provided for catering activity, applicant has to arrange from outside
9. No political and religious speeches and campaigning of any kind shall be conducted inside the Community Center
10. Serving of eatables, drinks and beverages permitted under the law are allowed with proper license if required.
11. The applicant will be required to ensure that once the function is over, the venue is checked and locked in coordination with the Caretaker/Security services
12. Apply at least **one week (max. 20 days)** prior to the programme for booking of venue in the form below.
13. Please see the guidelines, terms and conditions for the booking of Community Center.

i. Date & Details of Programme		
ii. Purpose(Give Details)		
iii. Name of School/Department		
iv. Name, Address & Designation of the applicant (Uni Employee)		
v. Details of Venues Required	Date	Time From(am/pm) To (am/pm)
vi. Name address & Phone nos of Caterer		
vii. Name address & Phone nos of Tent Agency		
viii. Community Center (No. of Person)		
ix. Name, Address & Ph. No. of Gen-Set Agency		

I undertake that I have gone through the guidelines, terms and conditions for the booking/usage of Community Center of University, I am fully agreed with the guidelines and ready to deposit all the rent charges, electricity charges and damage charges(if any) raised by the University.

Sign of Applicant with
Name and Date

Office Note: i. The Venue, as required above, is available on : may kindly consider to book the same.

OR

ii. The Venue, as required above, is NOT available on
(Return the Proforma to Applicant if (ii) is applicable)

Copy for information to: I/c Security & I/c Estate

Caretaker (GA)

Dy. Registrar (GA)

THE REGISTRAR
Approved/Allowed