

DAULAT RAM COLLEGE
(University of Delhi)

REQUISITION FOR THE CONFERENCE/SEMINAR HALL

1. Name of the person booking the Hall: _____
2. Department/Society: _____
3. Date on which required: _____
4. Time at which required: From _____ to _____
5. Approximate duration for which required: _____
6. Purpose for which required: _____
7. Details of function: _____
8. Mike needed/not needed: _____

UNDERTAKING

I undertake that no eatables will be served or consumed in the hall and shall hand over the hall back to Caretaker neat and clean after the function at ____ p.m. (indicate the time). We undertake to bear the cost for any damage caused in connection with the function.

The following teacher/teachers will be available till the function is over:

1. _____
2. _____

Dated: _____

(Signature of Teacher In-charge)
(Department/Society/Function)

Note: No posters should be pasted anywhere in the hall without due permission. No nails to be driven for any decoration etc. No Music system allowed without due permission.

REMARKS BY THE P.A.'s OFFICE

Conference/Seminar Hall is available/not available on the above date.

Dated: _____

(Signature)

REMARKS BY THE PRINCIPAL

Sanctioned/not sanctioned. Caretaker may please note for necessary action.

Dated: _____

PRINCIPAL