



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ESTATE OFFICE

APPLICATION FOR TEMPORARY ALLOTMENT OF AASHIYANA (MULTIPURPOSE HALL)

DETAILS OF THE APPLICANT

Name:		PF. /Roll No.:		Designation:	
Department:		Purpose:		Date Required:	
Residential Address:				Preferred Slot(s):	
Mobile & Landline No.:				Email:	

If the intended use of the Aashiyana involves ceremonies related to dependent members of the family, mention:

Name of the Person / Dependent		Relationship	
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DECLARATION

1. I have read the guidelines and procedure for temporary allotment of Aashiyana for specific purposes such as Birthday party, get-together etc. and the terms and conditions therein are acceptable to me. I shall own responsibility of any loss due to breakage, damages, etc. in the Aashiyana Hall. I agree to pay to the Institute the appropriate charges for the use of electricity and the damages, if any. I further agree that I will strictly adhere the timing of the slot(s) allotted to me.
2. I will ensure that the Public Address System(s), if used within the premises, must be kept at a low level so as NOT to disturb the residents in the neighbourhood. In any case, the public address system is permitted during the allotted slot(s) only. Under no circumstances the public address system shall be used beyond 10.00 PM.
3. I understand that any damage occurred during the function, the same will be adjusted from the security deposit.

Date:		Signature of the applicant:	
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(For verification by the Admin. Section/ DOFA/ DOSA/ DORD office)

It is verified from the records available in this office that the particulars given above are correct and person named is a dependant family member of the applicant.

Date:		Signature & Seal of the Appropriate Authority :	
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For Office use only

Application received on dated:		Time:	AM / PM
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The Aashiyana is available / not available for temporary allotment in the preferred slot mentioned above.

Assistant Registrar (Estate)		In-charge, Aashiyana
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General Terms and Conditions:

- Booking will be done in 6 hours slot as per the following:
(a) 09.00 AM to 03.00 PM (First slot), **(b)** 04.00 PM to 10.00 PM (Second slot).
- Preference for the use of Aashiyana will be given to the serving employees / faculties and students.
- Faculty and staff serving may book the Aashiyana 03 months prior to the date of event.
- Students may also book the Aashiyana 01 month prior to the date of event.
- Any other booking specifically for project staff could be confirmed 10 days prior to the event subject to the availability.
- Tariffs for booking of Aashiyana will be ₹ 2,000/- with ₹ 1,000/- as cleaning & maintenance charge per slot.
- Anyone who wishes to book both slots for the day, he/she has to pay cleaning charge equivalent to one slot only.
- Electricity charges will be charged as per the actual consumption and as per the prevailing rate of the Institute.
- Refundable Security Deposit of ₹ 3,000/- (Rupees three thousand only) in the form of cheque/DD drawn in favour of 'Registrar, IIT Kanpur' be deposited by the applicants on confirmation of booking.
- Other terms and condition of the CC will be applicable for the Aashiyana also.

Other Instructions

- Parking is to be made in the backside of the building. No vehicles are allowed to park on the road.
- No decoration in any manner is allowed on the painted walls of the building.
- Use of fire arms, in any manner, is strictly prohibited in the Aashiyana and in its premises
- Care should be made to use the electrical equipments like ACs, fans, lights etc.
- Institute will not be responsible for any casualty/damage(s), if occurred, committed by any person attending the gathering.
- Any untoward incident should be reported to the In-charge, Aashiyana immediately.
- Ensure proper cleanness of Aashiyana and its premises.
- The user is expected to strictly ensure adhering the timing of the given slot(s) so as to make it convenient to handover the Aashiyana to other user of next slot. The use of Aashiyana will not be allowed beyond 10.00 PM.