



University of Kashmir

South Campus



Application Form for Booking of Auditorium/ Conference Room

Date of Requisition:.....

1. Name of the Applicant:
2. Designation:..... 3 Department:.....
4. Purpose for Booking : (Enclosure: if any)
5. Mobile No:..... 6. Email Id.:.....
7. Date (s) on which Venue required:.....
8. Timings: From.....To..... 9. Number of Persons expected:.....
9. Special Requirements, if any:
.....
.....
10. Name of Chief Guest and other dignitaries, if any: 1:
2:
3:
4:
5:
11. Tick venue required ☒ :
 1. Library Auditorium (Ground Floor) ☐
 2. Library Conference Room (First Floor) ☐
 3. Conference Room (Admin Block) ☐
 4. Others (if any):

Signature of Applicant

I/C Official (For Availability Status)

APPROVED/ NOT APPROVED

DIRECTOR

Don'ts

- ✗ No Posting, Sticking, or Nailing on Walls** – Attaching posters, notices, or any materials to the walls using tape, glue, nails, or any adhesive is strictly prohibited.
- ✗ Do Not Damage Property** – Any damage to furniture, fixtures, or equipment must be reported immediately; users may be held accountable for negligence.
- ✗ No Littering** – Do not throw waste or leave trash around. Always use dustbins to dispose of garbage properly.
- ✗ Do Not Disturb Other Users** – Avoid unnecessary noise or activities that may disrupt adjacent offices.
- ✗ No Unauthorized Rearrangement of Furniture** – Do not move tables, chairs, or equipment unless necessary, and always restore the original setup after use.
- ✗ Do Not Leave Personal Belongings Unattended** – The university is not responsible for any lost or stolen items.
- ✗ No Unapproved External Equipment** – Do not bring in or connect external devices without prior authorization.