



(Formerly ITM University, Gurugram)

SOP FOR USE OF FACILITIES AND SERVICES OF THE NORTHCAP UNIVERSITY AUDITORIUM

1. General:

THE NORTHCAP UNIVERSITY Gurgaon, has one of the most modern air conditioned Auditoriums in the NCR region and has a capacity of 450. It has state of art acoustic facilities, high fidelity sound enhancing system, LCD and projection room stage lighting, power backup and a very large wooden flooring stage of size length-32 ft & width-66 ft. While the Auditorium is primarily used by the University for its own purpose for conducting important events like Scholarship distribution, Annual Convocation, Placement activities, Seminar, conferences, FDP etc., it is now proposed to offer the infrastructure facility, to the Industry, well as the Corporate world to hold Conferences, seminars, training programme and other events including cultural events.

2. Approval to use the facility:

The auditorium shall be allotted provided:-

- (a) The event has educational/ cultural content.
- (b) Not being conducted by an organization to promote sale of its products.
- (c) Does not involve any political or religious content.

Approval for use of Auditorium shall be given by Governing Body on the basis of a written application.

Once approved by the Governing Body, the prescribed fee must be deposited with the Accounts department within 24 hours failing which the approval will stand automatically withdrawn without need for intimating the applicant.

3. Scheduling Procedure:

Requests for conducting an event in the Auditorium should be made to the Registrar at least 4 weeks in advance of the event date. Request form for Auditorium is placed at Annexure-1. Fees will be deposited once the Registrar confirm the availability date of the auditorium. Preferably the same should be allotted on weekends i.e. Saturday or Sunday so that other Academic activities are not hampered.

4. Catering & Refreshments:

NCU has an exclusive contract with a catering company and does not allow any outside food or refreshments into the Auditorium. Catering will be restricted in the following places only:-

- (a) Upto 100 members : In the Ground floor lobby of the Auditorium.
- (b) Beyond 100 upto 400 : Paved area between the old and the new building.

5. **Parking:**

Since the University is located in a residential area, road side parking for the attendees of the event should be avoided. Subject to availability basement parking in Level-2 for 70 cars can be provided. In case parking space is not available in the University, parking will be done on the hired parking spaces adjacent to the University.

6. **User Charge:**

Charge for use of Auditorium shall be as under:-

Duration	Charges	Security Deposit (Refundable)
8 hours (full day)	Rs. 60,000/-	Rs. 30,000/-
4 hours (half day)	Rs. 30,000/-	Rs. 15,000/-

7. **Responsibility of organization seeking permission to use the Auditorium.**

Organizer must be responsible for enforcement of the rules and procedures of the University. NCU Gurgaon shall not be responsible in, whatsoever manner with regard to any damage or injury suffered by any individual with regard to this agreement. Health and other safety aspects will be the sole responsibility of the organizer to whom use of the Auditorium has been given. Following additional points will be borne in mind by the organizer.

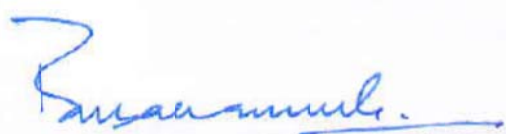
- (a) Nothing may be taped, pinned or otherwise attached to the walls, doors or furniture of the Auditorium without the written consent of caretaker.
- (b) All additional items placed must be removed directly after the event.
- (c) No food/drinks are allowed inside the Auditorium. Sealed bottled mineral water, can however be kept. All such used bottles be cleaned up after the event.
- (d) Damage to auditorium including the video apparatus, chairs and equipment shall be the financial responsibility of the organization hiring the Auditorium and deducted from the Security Deposit.
- (e) Children must be kept under the adult supervision.
- (f) Participants should restrict themselves to the space provided and not enter other areas of the University.

8. **Use of toilets.**

Organizer can use the toilets in the ground floor between the new & old building, just behind the Auditorium.

9. **Refund of Security Deposit.**

Security Deposit will be refunded within 24 hours after assessing damages, if any.



**COL. BIKRAM MOHANTY (RETD.)
REGISTRAR**

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	AUDITORIUM/SEMINAR HALL BOOKING FORM (Common for all departments)	Review Date:
		Sheet 1 of 1

Contact Name		
Department		Email
Telephone		Ext.

Event Details:

Date		
Time	Start:	End:
Title		
Chief Guest Name		
No. of attendees		

Equipment and services required

Data Projector	Yes or No	Photography	Yes or No
Audio	Yes or No	Laptop	Yes or No
Internet Connectivity	Yes or No		

Other requirements:

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Brief Description of the Event (For uploading on website)



Guidelines for completing the booking form

- Please complete and email to: ites@ncuindia.edu
- Please inform server room/security room after the completion of the event
- Events related to placement will be given preference.