

**GITAM**  
**VISAKHAPATNAM-530 045**

Date:

To  
The Registrar  
GITAM  
Visakhapatnam-530 045

Sir,

Sub:- Requisition for **KRC AC Auditorium** (Sarvepalli Radhakrishnan Bhavan /Central Library) and **Annexe Block** – Reg

Please allot **KRC AC Auditorium** (Sarvepalli Radhakrishnan Bhavan /Central Library) and **Annexe Block** –Reg as detailed below:

1. Required Department / Person :
2. Required Days / Dates : ..... Days From: ..... To: .....
3. Required Hours / Timings : ..... Hours From: ..... To: .....
4. Purpose :

**CONDITIONS FOR ALLOTMENT:**

1. An amount of Rs.**5,000**/(Rupees Five thousand only) per day or part will be charged for providing the auditorium. And it should be paid by **cheque in the name of GITAM University** after getting the approval.
2. The chairs, tables, mike and lighting lamps etc., should not be disturbed in the auditorium.
3. The dinning tables in the Annexe should not be disturbed
4. Snacks, Cool Drinks, Water or any other beverages like tea or coffee should not be taken into the verandah or inside the AC auditorium
5. No article from inside to be taken out from the Auditorium & Annexe.
6. Auditorium will be allotted for faculty functions and other VIP seminars only
7. The capacity of auditorium is restricted to **204**
8. All are requested not to put legs on the walls and chairs, and premises should be maintained neatly.
9. Co-operation is solicited for good maintenance.

Signature of requisitioner

Cheque No. & Date	Amount Rs.	Acknowledgement

Allotted with charges	Allotted without charges	Not Allotted
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