

GITAM UNIVERSITY
VISAKHAPATNAM-530 045

Date:

To
The Registrar
GITAM University
Visakhapatnam-530 045

Sir,

Sub: Requisition for **Mother Teresa AC Auditorium / Grace Hall** – Reg

Please allot **Mother Teresa AC Auditorium (Dental College / Grace Hall)** 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. **10,000/-** (Rupees Ten 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 dining 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, etc.
- 6 Auditorium will be allotted for faculty functions and other VIP seminars only
- 7 The capacity of auditorium is restricted to **540**
- 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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