



# ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR.

## Office of the Estates

### BOOKING FORM

Booking for Auditorium / Conference Hall / Board Room .....

**Contact details:**

Event Coordinator Name		
Department / Centre / Office		Email:
Mobile		Date:

**Event Details:**

Date(s):		
Time:	Start:	End:
Title:		
Chief Guest Name:		
No. of Participants		

**Equipments and services required:**

Data Projector	Yes	No
Audio	Yes	No
Internet Connectivity	Yes	No

**Brief description of the Event:**

Whether the event has been approved by the IUST's Competent Authority. **If YES, Copy of the approval be attached.**

**If Sponsored: YES / NO.** .....

Details of Sponsor and Nature of Sponsorship: .....  
.....

**If organized in Collaboration: YES / NO.**

Details of Collaborators:;.....

\_\_\_\_\_  
Event Coordinator

\_\_\_\_\_  
Head/Director of Department / Centre / Office

\_\_\_\_\_  
Dean / I/c Dean

Approved     Not Approved

**Dy. Registrar  
Estates**

**NOTE**

- Booking must be done at least 7 days prior to the commencement of event.
- No eatables should be consumed in the Auditorium.
- The amount due shall be paid within 07 days of the completion of the event in case of in-house program or in advance in case of sponsorship and events conducted by outsiders.
- The amount due shall be deposited in the dedicated account.