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

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<th>Cheque No. &amp; Date</th>
<th>Amount Rs.</th>
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<td>Allotted with charges</td>
<td>Allotted without charges</td>
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