



**DEPARTMENT OF YOUTH & CULTURAL AFFAIRS
KURUKSHETRA UNIVERSITY, KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

('A+' Grade, NAAC Accredited)

Performa for booking of University Venues

1. Name of the Organizing Institute/Department :
 Address :
 Phone No. :

2. Type of the Organizing Institute/Department :
 University Department/Institute/Branch Government Department
 Semi-Government Department Private/Others

3. Venue(s) required alongwith dates of booking and timing of function (tick on the venue required and fill the details in column 3-6) :

1	Name of Venue 2	Date(s) of booking 3	Timing of programme*		Remarks 6
			From 4	To 5	
a.	Auditorium Hall				
b.	Senate Hall				
c.	Crush Hall				
d.	Faculty Lounge				
e.	Dr. R.K. Sadan				

* Date-wise timing of the programme may be indicated if the venue is required for more than one day, so that all the arrangements may be made accordingly

4 (a). Purpose of Booking :

4 (b). Type of Event Seminar/Workshop/Meeting/Training Programme/Conference/other.....

4 (c). Topic/Theme

5. Sponsor(s) of the Event (Funding Institute)
 a) Fully sponsored by the University i.e. all expenses will be on the part of concerned UTD/Branch/Office.
 b) Fully sponsored by a Government Department (If yes, please mention the name of the Department below)
 c) Organized in Co-sponsorship (If yes, please provide the details below that what will be the expenditure on the part of University and what will be on the part of collaborating department/organization/NGO etc.)

6(a). Name of the Chief Guest of the programme :

6(b). Name of the Key Note/Main Speaker :
 (If any)

7. Number and Profile of participants :

8. Documents attached with this application :
 i) Leaflet/Circular/Invitation Card of the programme
 ii) Administrative approval (if taken)
 iii) Any other document

9. Any other information/justification :
 about the programme

Note : All the above Columns are mandatory to be filled up by the Programme Organizer.

Declaration : I declare that the above venue(s) will be used for the purpose mentioned above only and not for any other function. There will be no commercial activity or anything else in the function that harms the National Interest.

Director, Youth & Cultural Affairs

Signature with Stamp