

# GOVERNMENT J. BUANA COLLEGE



## Procedures For Maintaining & Utilizing Physical, Academic & Support Facilities

**Policy Number**

[No: 001 of 2024]

# Procedures For Maintaining & Utilizing Physical, Academic & Support Facilities

## Terms and conditions for the hire of Multipurpose Hall

1. Any outside party wishing to hire the Multipurpose Hall shall submit a written application to the Principal two days prior to the day it is to be hired. Permission will only be granted if the programme does not disturb the academic and co-curricular workings of the college.
2. Rental charges for the Multipurpose Hall for one day – Rs. 3,000.00
3. If the requirement of the Multipurpose Hall is for less than one full day rental charges will be Rs. 700.00 per hour.
4. Rental charges cover the use of the sound system and furniture in the hall.
5. The party hiring the Multipurpose Hall will be responsible for any losses or damage to any property inside the hall. They will either give replacement or pay a sum of money determined by the college for the loss/damage incurred.
6. Users are to take utmost care when using the Multipurpose Hall. With the exception of the plastic chairs, fixtures in the hall are not to be re-arranged without prior permission.
7. The party hiring the Multipurpose Hall shall at all times maintain proper decorum, and shall in no matter cause unruly behaviour which is detrimental to the college welfare. They shall leave the hall neat, clean, and unblemished after use.

The college reserves the right to cancel permission already given in case of upcoming important official functions of the college which are unforeseen at the time of allotment. In such a case, the party will be fully refunded.

**Any other issues not stated above will be left to the discretion of the Principal.**

## Terms and conditions for the hire of Seminar Hall

1. Any outside party wishing to hire the Seminar Hall shall submit a written application to the Principal two days prior to the day it is to be hired. Permission will only be granted if the programme does not disturb the academic and co-curricular workings of the college.
2. Rental charges for the Seminar Hall for one day – Rs. 2,000.00
3. If the requirement of the Seminar Hall is for less than one full day rental charges will be Rs. 500.00 per hour.
4. Rental charges cover the use of the sound system and furniture in the Seminar Hall.
5. The party hiring the Seminar Hall will be responsible for any losses or damage to any property inside the hall. They will either give replacement or pay a sum of money determined by the college for the loss/damage incurred.
6. Users are to take utmost care when using the Seminar Hall. Fixtures and furniture in the hall viz. lectern, smart podium, sound system, and sofa are not to be re-arranged without prior permission.
7. The party hiring the Seminar Hall shall at all times maintain proper decorum, and shall in no matter cause unruly behaviour which is detrimental to the college welfare. They shall leave the hall neat, clean, and unblemished after use.

The college reserves the right to cancel permission already given in case of upcoming important official functions of the college which are unforeseen at the time of allotment. In such a case, the party will be fully refunded.

**Any other issues not stated above will be left to the discretion of the Principal.**

### **Terms and conditions for the hire of Projectors**

1. Any outside party wishing to hire projectors shall submit a written application to the Principal two days prior to the day it is to be hired. Permission will only be granted only when the projectors are not in use for academic and co-curricular activities of the college.
2. Rental charge for one day is Rs. 1,000.00. Additional Rs. 500.00 will be charged per day for every extra day hired.
3. For any loss/ damage to the projector hired the party hiring it will be responsible and will have to replace parts or pay for the damage.
4. The projector hired is to be immediately returned to the college after use.

**Any other decisions pertaining to the hire of projectors will be at the discretion of the Principal.**

### **Terms and conditions for the hire of lecterns**

1. Any outside party wishing to hire lecterns shall submit a written application to the Principal two days prior to the day it is to be hired. Permission will only be granted only when the lecterns are not in use for academic and co-curricular activities of the college.
2. Rental charge for one day is Rs. 1,000.00. Additional Rs. 500.00 will be charged per day for every extra day hired.
3. For any loss/ damage to the lectern hired, the party hiring it will be responsible and will have to replace it with a new one or pay the price of a new lectern.
4. The lectern hired is to be immediately returned to the college after use.

**Any other decisions pertaining to the hire of lecterns will be at the discretion of the Principal.**

**Note:** In case any party wishes to hire other assets of the college other than the ones mentioned above, decision will be made by the Principal in consultation with the Property Committee.

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