



Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, Delhi-110078

IPU/GA/Community Centre/2013-14/1053

Dated: 19/10/16

Circular

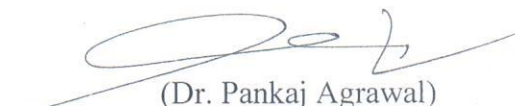
Subject: Revised guidelines for use of Community Centre and Lawns and it facilities

In supercession to earlier circular issued for purpose of booking and guidelines for use of Community Centre and Lawns and its facilities.

The revised guidelines for use of Community Centre and Lawns and it facilities are available on the University website.

All interested users are requested to submit their request after reading the guidelines for use of Community Centre and Lawns and its facilities

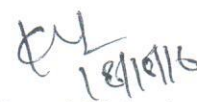
This issues with the approval of Competent Authority.


(Dr. Pankaj Agrawal)
Deputy Registrar (GA)

Copy forwarded to following for information:

1. All Deans of University Schools of Studies
2. Controller of Examinations
3. All Directors
4. Librarian
5. Chief Warden
6. Proctor
7. Head, UITS with a request to upload the same on University website
8. All Joint Registrars/Deputy Registrars/Assistant Registrars
9. Dy. Librarian/ Asstt. Librarian
10. Executive Engineer
11. Hostel Wardens
12. PRO
13. AR to VC
14. SO to Pro VC
15. AR to Registrar
16. PS to COF
17. Office Copy
18. Guard file

(All above –with request to kindly take necessary initiatives to get this circular
Circulated to the all staff under their charge)


(Kamal Kishor)
Section Officer (GA)



GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

DWARKA CAMPUS, SEC. -16C, DWARKA, NEW DELHI – 110078 TELE. NO. 011-25302139, 138

Booking for Community Centre of the University

Instructions for User:

- The Community Center is available for the regular /retired employee(s) of the University for their Immediate Family, which includes dependent family members, mother, father, unmarried brothers & sisters and other family members residing with him/her.
- The Community Center is available on the basis of first come, first serve basis and as is where is basis.
- The premises are used for the designated activity/function only.
- No change is made to the structural design or layout of the premises that will increase the designated capacity or cause escape difficult in the event of emergency.
- Smoking is not permitted. Fire crackers are strictly prohibited in the University Campus.
- The applicant has to ensure that no illegal activity or activities, that may cause nuisance, disturbance or prejudicial to the peace, safety and severity in the University, shall be carried out in the Community Centre. In case it is found, the applicant shall be responsible for it and necessary action shall be initiated against him/her.
- Any damage or destruction to the community center or the property therein shall be paid for fully by the person, individuals or group using this facility.
- An applicant shall reinstate the venue and clean up the place after the activity has come to an end.
- No water will be provided for catering, Drinking and other activities, applicant has to arrange from outside.
- No political and religious speeches and campaigning of any kind shall be conducted inside the Community Center.
- Serving of eatables, drinks and beverages permitted under the law are allowed with proper license if required.
- The applicant will be required to ensure that once the function is over, the venue is checked and locked in coordination with the official of General Administration Branch
- Apply at least 14 days (max. 90 days) prior to the programme for booking of venue.

i. Name , Address & Designation of the applicant (University Employee) with Employee code and mobile no.			
ii. Name of School/Department			
iii. Detail of Booking			
(a) Detail of Program			
(b)		Date and Time	
		From	To
		Date:	
		Time:	
(c) Total No. of Days for which facility required			
(d) No. of person			
(e) Category of venue required (Please see Clause – 5 of the guidelines) Tick () the appropriate category		Category – 1	Category - 2
			Category – 3
iv. Name address & Phone nos of Caterer			
v. Name address & Phone nos of Tent Agency			
vi. Name, Address & Ph. No. of Gen-Set Agency			

14. Please see the guidelines, terms and conditions for the booking of Community Center.

I undertake that I have gone through the guidelines for use of community center, lawn and its facilities of the University, I am fully agreed with the guidelines and ready to deposit usage charges, electricity charges and damage charges (if any) raised by the University.

Sign of Applicant with
Name and Date

Office Note: i. The Venue, as required above, is available on : may kindly consider to book the same.
OR

ii. The Venue, as required above, is NOT available on
(Return the Proforma to Applicant if (ii) is applicable)

Copy for information to: I/c Security & I/c Estate

Caretaker (GA)

Dy. Registrar (GA)

THE REGISTRAR

Approved/Allowed



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16C, Dwarka, New Delhi-110 078

General Administration Branch

IPU/GA/Community Centre/2016-17/

Dated:

Guidelines for use of Community Centre and Lawns and its facilities

1. Maximum capacity of the Community Centre and Lawns and its facilities

- | | | | |
|-----|----------------------------|----|------------------|
| i. | Only Community Centre | -- | upto 100 persons |
| ii. | Community Centre and Lawns | -- | upto 250 persons |

2. Eligibility criteria

- i) The Community Center is available for use of the regular/retired employee(s) of the University for the Immediate Family which includes dependent family members, mother, father, unmarried brothers & sisters and other family members residing with him/her.
- ii) The Community Center is available on the basis of first come, first serve basis and as is where is basis.

3. Procedure for booking

- i. An applicant should submit the duly filled and completed application form for booking at least two weeks in advance and maximum 90 days prior to the program. Application form can be downloaded from the University website (www.ipu.ac.in).
- ii. After confirming the availability of community center / lawn or both, the applicant is required to deposit maintenance charges for the use of **Community Centre, Lawns and its facilities** as mentioned in Clause-5 in the Accounts Branch. The receipt alongwith duly filled application form and copy of guidelines (duly signed by the applicant mentioning that he/she has read the terms and conditions for use of **Community Centre and Lawns and its facilities**) is to be submitted in the GA Branch.
- iii. If an applicant intends to cancel the community center / lawn or both booking, he/she should give such notice atleast seven working days before the date of programme otherwise the amount deposited shall be forfeited.
- iv. The permission letter will serve as a permit for use of community center / lawn or both facilities and should be presented to the other Officers of security, sanitation etc; if required, before the commencement of scheduled activities.
- v. If an applicant fails to turn up without the notification required by (iii) above, booking amount deposited shall be forfeited.

4. **Rules and regulations to be followed by the applicant**

- I. The applicant has to ensure that no illegal activity or activities, that may cause nuisance, disturbance or prejudicial to the peace, safety and severity in the University, shall be carried out in the Community Centre. In case it is found, the applicant shall be responsible for it and necessary action shall be initiated against him/her.

II. **Usage of Community Centre and adjacent lawn for both indoor and outdoor activity/function**

- a) The community center / lawn or both is to be used for the designated and declared activity/function/programme only.
 - b) No change is allowed to the structural design or layout of the premises.
 - c) No decoration of readily combustible materials is allowed.
 - d) Fire crackers are strictly prohibited.
 - e) The power supply cable should be so located that it will not constitute a hazard to the audience/participant. Power supply cable, its size, capacity and its fitness should be ensure by the applicant. All necessary steps/precautions required to safeguard the Community Hall and adjoining area against fire hazard should be taken by the applicant including, but not limited to arrangement of fire fighting tender. There will be no responsibility of University in this regard in any way.
 - f) No scenery or decorations of readily combustible nature should be erected on the stage.
 - g) No hydrogen-filled balloon of readily combustible nature should be hanged in and outside the Community Centre.
 - h) All exit doors shall remain unlocked during activity/function/programme.
 - i) All staircase, exits and corridors shall be kept free from obstruction and be adequately illuminated.
 - j) Candles used must be drip less or floating in water
 - k) Smoking is not permitted.
 - l) Only lighting should be used for illumination purpose.
 - m) Mill barriers / view cutter should be set up to bar off audience/participants from the performing area, public address system and lighting control both.
- i) The damages or loss if any will be informed to the applicant of the community center / lawn or both and fifteen days time will be given to deposit the same, failing which the said amount will be recovered from the next month salary of the applicant.
- ii) No posters, slogans, banners or portraits are to be pasted or hung when using the Community Center. An applicant shall maintain good order and discipline in the course of the activity. Chanting of slogans or conducting activity that disturbs public order is prohibited. No sprinkling of powder on the floor is allowed.
- iii) An applicant shall assume responsibility for physical arrangement such as seating, and shall not put any nails or any other materials that are difficult to

- remove such as lacquer, paints or other similar materials on the walls, furniture and other equipments. An applicant shall be liable to pay for damage to any equipment, furniture, or structure etc. in the community center / lawn or both.
- iv) An applicant shall clean up and reinstate the community center / lawn or both after the activity have come to an end within the 12 hours of the expiry of booking period failing which a penalty of Rs.1,000/- per day for 24 hours. Thereafter University will be at liberty to get the material removed, applicant will have no claim on the material and also liable to loose right of booking in future.
 - v) Any additional electric appliances and lighting equipment to be installed in any part of the Community Centre shall be in perfect working condition, and it will be the sole responsibility of applicant about its functioning, mishappening on account of appliances, damaging to University property. Any additional electric source, if required, like DG set shall be responsibility of applicant and same shall comply with local laws. All safety measures there off will be responsibility of applicant.
 - vi) An applicant shall assume full responsibility for any damage caused by the activity and the PA system should not disturb the residents of campus (students and staff) Sound system is allowed as per permissible limits of the local authority.
 - vii) Staff member of the GA Branch shall have the right to enter, at any time, any part of the community center / lawn or both during its use by the applicant and impose additional conditions for its continued use in the light of prevailing circumstances. If any applicant fails to observe these conditions, the staff member may terminate the right of use at any time and request all persons to leave the venue.

III **An applicant warrants that:**

- i) He/she shall obtain and maintain all necessary approvals, permits or licenses which may be required or necessary from relevant licensing bodies, copyright owners or otherwise to use any copyright works (including but not limited to recorded music, music videos and karaoke videos) during his use of the community center / lawn or both, and shall comply with the terms and conditions of such approvals, permits or licenses; and
- ii) He/she shall not, and shall ensure that no person shall, do any performance or other act which infringes the intellectual property rights of any person in the course of using the community center / lawn or both.
- iii) The University may, at any time and its absolute discretion, direct an applicant to cease any act being carried out in a community center / lawn or both and to remove any copyright work from the community center / lawn or both, if the University considers that the intellectual property rights of any person may be infringed and the applicant shall immediately comply with such direction.
- iv) An applicant, and his members, partners, employees, contractors, agents and licenses (each a "Related Person" and together "Related Persons" of the applicant) whether as invitees or otherwise, whilst using or present at the community center / lawn or both are there entirely at his/her own risk.

Neither the University nor any of his employees, agents or contractors shall be under any liability whatsoever for or in respect of:

- a) any loss or damage to any of the applicant's property or that of any of his Related Persons howsoever caused (whether by an act, omission, default or negligence of the University and any of his employees, agents or otherwise); or
- b) any injury to or death of the applicant or any of his Related Persons or any third party (save and except any such injury or death caused by the negligence of the University or any of his employees or agents), which in any case arise directly or indirectly in connection with, out of or in relation to the use of the community center / lawn or both by an applicant or any of his Related Persons.

- III An applicant shall indemnify and keep the University fully and effectively indemnified against:
 - i. Any and all claims (whether or not successful, compromised, settled, withdrawn or discontinued, in whole or in part), actions, investigations, demands, proceedings or judgments, joint or several, threatened, brought or established against the University (the "Claims"); and
 - ii. Any and all liabilities, losses, damages, costs, charges or expenses (including all legal fees and other awards, costs, payments, charges and expenses) which the University may pay or incur as a result of or in relation to any claims, which in any case arise directly or indirectly in connection with, out of or in relation the use of community center / lawn or both by the applicant or any of his Related Persons including any loss, damage, injury or death
 - iii) An applicant shall indemnify and keep the University fully and effectively indemnified against any loss of or damage to any property of the University or of any of his employees, agents or contractors or any injury to or death of any employee, agent or contractor of the University arising out of the negligence of the applicant or any of his Related Persons.
- IV No Portable water will be provided for catering activity, applicant has to arrange tankers, etc. from outside.
- V Political, religious speeches, anti national campaigning of any kind is not allowed inside the community center / lawn or both.
- VI Serving of eatables, drinks and beverages permitted under the law are allowed with proper license, if required.
- VII Pets/animals and fire arms are not allowed in the facility.
- VIII Applicant waives any right of recovery against the University, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authorities, and other causes beyond the their control. Applicant shall not charge results of "acts of God" to the University, its officers, employees, or agent.
- IX Applicant waives any right of recovery against the University, its officers, employees, and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with Applicant's use or occupancy of the Community Hall/Room and adjoining area, lawn etc. even if the University, its officers, employees, or agents seek recovery against Applicant.

- X Applicant is solely responsible for supervising all individuals while at the community center / lawn or both facility during the event. The University is not responsible for providing this supervision.
- XI The main ground is not allowed to be used for any purpose under any circumstance by the applicant. If the same happens, the penalty will be decided by the Competent Authority and imposed on the applicant accordingly. At the end of event or function official must get the Community Centre / lawn or both cleaned (remove all trash/garbage/waste/litter of food, flowering, decoration etc. from the premises, sweep, mop, clean bathrooms/ Toilets used. The kitchen used must also be cleaned.

**5. Rates of Charges for Use of Facilities in Community Centre and Lawn
(With effect from 16.09.2016)**

Category of Booking	Facilities	Rate (24 hours) (in Rs.)
Category-1	Community Center with rest rooms	1,000/-
Category-2	Community Center with rest rooms & two separate rooms	2,000/-
Category-3	Community Center with rest rooms & two separate rooms with Lawn towards Type I,II & III staff quarters (Earmarked area of lawn to be used approx. 100 feet X 100 feet)	10,000/-
	Electricity Charges extra	As per submeter reading (actual usage).

The amount of Electricity Charges shall be deposited on demand generated by the GA Branch after the usage of the above facility in the Accounts Branch and receipt of the same shall be produced in the GA Branch. The damages/loss (if any) will be assessed by the GA Branch and informed to the applicant for deposit the same within 15 days, failing which, amount will be deducted from the next month salary.

6. Exemption of payment of Rent and Electricity charges:

- For University function like Sports Meet, Anugoonj, Seminar, Symposiums, Workshop, Conferences and other University Academic Functions.
- Condolence Meetings
- Any other occasion after approval of Competent Authority”.