

## **Usage Policy and Charges for various facilities of Auditorium, IIT Patna**

Indian Institute of Technology Patna Auditorium Building is equipped with ample facilities to arrange conference/seminar/talk/workshop/Academic/Scientific/Events/cultural events on the campus. Currently, the Auditorium building has consisted of Auditorium Main Hall having a seating capacity of tentatively 1000 persons with allied facilities of one conference room of 50 persons, two meeting rooms of 16 and 30 persons, and two multimedia rooms of 36 persons.

### **I. USAGE CHARGES**

<b>S. No.</b>	<b>Description of Hall/Rooms</b>	<b>Charges*</b>	
		<b>For internal users</b>	<b>For external users<sup>#</sup></b>
1	Auditorium Main Hall only	Rs. 40,000/-	Rs. 60,000/-
2	Auditorium Hall, along with i. One Conference and Two Meeting Rooms on the Ground Floor ii. Two Multimedia rooms on the First Floor	Rs. 55,000/-	Rs. 82,500/-
3	Ground Floor (One Conference Room & Two Meeting Rooms)	Rs. 15,000/-	Rs. 22,500/-
4	First Floor (2 Multimedia rooms)	Rs. 10,000/-	Rs. 15,000/-
5	Single room booking- Conference Rooms/Multimedia rooms	Rs. 7,500/- per room	Booking not allowed

#### **Note:**

\*GST extra as applicable by GoI rules and regulations.

#Caution money would be 50% of the rental charges.

An amount of Rs. 5,000/- + GST as applicable has to be paid additionally for availing the lawn facility.

\*Booking of VIP Room and VIP Waiting room are included in above charges. Bookings of VIP Room and VIP Waiting room shall be done only with prior approval of competent authority of IIT Patna.

### **II. BOOKING**

1. Facilities at the Auditorium are provided on "as is where is" basis, and no additions/alterations or modifications are permitted.
2. Allotment of the Auditorium will be done on a first-come, first-serve basis; however, the Institute reserves right to override priority over all other prior allotments.
3. Auditorium will be primarily booked for academic activities such as Lectures, Seminar, Conference, Symposium, Workshops, Cultural and Convocations. It can also be booked for General body meetings and Foundation Day events of any academic organization /institution, etc., or activities related to students of the Institute.
4. All reservations will be made on the prescribed form only. Verbal/telephonic reservations will not be entertained. IIT Patna administration reserves the right to refuse booking of the Auditorium, or to revise the auditorium booking charges at any time without assigning any reason.
5. The booking of Auditorium for any political/religious activities is strictly prohibited.
6. The venue shall be used only for the purpose requested in the booking form.

7. Approval of allotment will be intimated through email/hard copy to the event coordinator, appointed by the applying department/institution/organization.
8. Caution money also needs to be deposited at the time of booking the Auditorium. The caution money will be refunded after deducting the cost of damage, if any, reported by the Auditorium In-charge/concerned authority of IIT Patna.
9. Form available on the website of IIT Patna, should be duly filled and sent to the given office by hand or email at least 15 days before the scheduled event.
10. The booking amount has to be paid within a week' time of provisional intimation about the availability. Else, the booking automatically stands canceled.
11. Booking will be considered as confirmed once the full booking amount is paid.

### **III. CANCELLING POLICY**

1. If a confirmed booking is canceled 15 days before the event date, 90 % of the booking amount will be refunded, and 10 % will be forfeited.
2. No amount will be refunded if a confirmed booking is canceled less than 15 days before the event date.
3. If event is preponed and postpone by organizers, booking will be done based on availability as per rules.

### **IV. GENERAL TERMS AND CONDITIONS**

1. IIT Patna logo will not be used by the user organization without prior approval.
2. No littering within the premises of Auditorium is permitted.
3. The stage will not be altered. NO extra furniture will be provided during the event except for the available hall furnitures.
4. No extra manpower, other than essential services, will be provided.
5. The air conditioner will be switched on only 60 minutes before the start of the event and will be switched off after 15 minutes of the event. Any excess use of ACs will be charged extra.
6. The damage, if any, made to the Auditorium fittings, fixtures, etc., during use, the organizer will be responsible for compensating such loss by making payment through DD/online payment, or will be deducted from the caution money, as may be decided by the IIT Patna authority.
7. The institute administration will not be held responsible for losses/damages of the hiring organization's properties used in the performance or kept in the auditorium premises of the Auditorium.
8. No vehicle parking will be allowed near the entrance of Auditorium. Parking is permitted only at the designated parking area.
9. No extra lights or audio-video equipment should be installed by the organizer without prior permission. Any facility to be used other than the one provided will require prior permission from the Auditorium In-charge/concerned authority of IIT Patna.
10. Smoking/chewing/spitting of betel leaf is strictly prohibited on the premises of the Auditorium. The organizer booking the premises shall ensure that the rule is not violated.

In case of violation, the security/caution money will be forfeited, and legal action will also be taken.

11. For any mis-happening/incident/medical emergencies during the program, the responsibility will be that of the organizer.
12. Organizers are advised to take care of conference materials/technical equipment/personal belongings, as IIT Patna administration is not responsible for their safety.
13. In view of the prevailing security during the event, program organizers are requested to nominate designated representatives for identifying delegates and guests to ensure that only invited persons are allowed to attend the programme.
14. In case the organizer is unable to use the booking venues except in case of mechanical/electricity failure, or on account of riot/fire/earthquake, or an act of war, or an act of God, the booking amount will not be refunded.
15. Organizers are requested to avoid making noise inside & outside the meeting venues and strictly adhere to the time slot for which bookings have been made.
16. Only limited external furniture is permitted into the Auditorium with prior approval. The furniture inside the Auditorium should not be shifted to any other place.
17. The facility must be handed over after the event in the same state as was given for use.
18. Director, IIT Patna, may grant exemption from the operation of any of the rules in exceptional cases based on merit.

**19. Other terms and conditions:-**

- i. The Sound System/Music is permitted till 10:00 pm. as per rules or else the organizer shall be solely responsible for whatever legal action due to violation of rules in this regard.
- ii. The organizer of the program/function shall be responsible for the safety of the life of participants and property inside the auditorium / the campus of IIT Patna and indemnify any loss/damage caused.
- iii. Any agency required for special services related to the event will have to be engaged by the organizer.
- iv. The Institute will provide only the standard toiletries i.e. tissue for western-style toilets, liquid washing soap, and urinal cakes. It shall be the choice of the organizers to use any exotic variety of toiletries, and they shall make their own arrangements for the procurement and disposal of the same. Flushing of items such as plastic cups, spoons, sanitary napkins, etc. is strictly prohibited.
- v. Temporary electrical connections and the use of external DG sets are not generally permitted. Under no circumstance, permission shall be granted for illuminations/ decoration of the auditorium premises/ auditorium/ dais with electrical lights and fittings.
- vi. Only the sounds and lighting system provided in the complex shall be used for event and usage of additional audio systems, PA systems, Hi-Fi speakers, Lights, LED screens, etc. will not be allowed.
- vii. Entry to AV/control rooms is strictly prohibited for security reasons.
- viii. All lights and sound controls will be taken care by auditorium staff only.
- ix. Labor support for shifting the belongings connected with the event inside or outside the complex will be the responsibility of the organizer.
- x. The number of occupants (identified delegates or invitees) in the auditoria shall not exceed the prescribed seating capacity.
- xi. Fireworks of any kind is not permitted in any part of the campus.
- xii. IIT Patna assumes no responsibility for theft/loss of personal belongings.
- xiii. The organizers shall inform the booking office about the visit of VIPs to the event in advance, giving the details of the event and the list of VIPs. It is mandatory on the part of the organizers to meet the security officer and provide the details concerning the number of delegates, foreign

- delegates' participation, and other information as may be deemed necessary from the security point of view at least 2 weeks before the event.
- xiv. Our telephone number, email id, names of our staff shall not be published either in print or in web-page as contact for providing details of your event.
  - xv. The authorized staff members of the IIT Patna shall have the right to enter any part of the dais, green rooms and auditoria during any time during the event for the purpose of overseeing/ inspection/ security.
  - xvi. Lighting of oil lamps is permitted only on the stand provided for the same. Flower bouquets/pots/garlands are permitted only on the designated parts of the dais. This must be discussed in advance with the administration of the auditoria complex.
  - xvii. Cultural events must be performed or arranged within the auditorium. Foyer areas cannot be used for orchestras, dancing, or any other type of programs.
  - xviii. Usages of adhesive-based mats/carpets are not allowed for any purpose anywhere in the auditorium complex. Only non-adhesive mats should be used in the designated places, for the purpose of assembling the stall.
  - xix. IIT Patna has limited parking space within the auditorium premises. Organizers shall have to make alternate arrangements beyond the permitted limits. Parking shall be done only in the designated area. Vehicle parking on the roads in and around the venue is strictly prohibited.
  - xx. Only ready-to-install stalls/banners/backdrops are permitted. Carpentry and welding work in the premises are strictly prohibited. Banners/ branding of the event must be done strictly at designated place only. Arches, buntings, and cutouts having event related details can be fixed outside at any part of the area allotted for the event.
  - xxi. Violation of any of the above-mentioned rules may incur a penalty of Rs. 5,000/- per violation per day. In case of breach of any of the above terms and conditions of usage stated above, an event may be stopped at any stage, and the rental paid shall be forfeited.
  - xxii. Any exception to the above-stated policy norms requires approval from the competent authority of IIT Patna.
  - xxiii. The IIT Patna reserves the right to book the conference facilities and the decision of the Director, IIT Patna shall be final and binding on the sponsors/organizers.

## **V. FOOD**

1. Eatables, soft drinks will not be allowed inside the main auditorium hall and rooms. Serving Tea / Snacks / Lunch / Dinner inside the auditorium hall, rooms are strictly prohibited, and are allowed to be served only in the designated place of the Auditorium with prior permission.
2. Serving/consuming alcoholic beverages and smoking is strictly prohibited inside the campus.
3. No catering facilities are available. The organizers will have to make arrangements at their end only.
4. Food leftovers, disposable plates, spoons, glasses etc., are to be packed in the garbage bags for disposal. Washing of utensils, throwing of food remains and disposables are strictly prohibited.
5. Use of LPG stoves, tea/coffee – vending machines, furnaces for tandoor, and electric stoves/ ovens is permitted only at designated place with prior approval.
6. The food serving tables/chairs/tents are to be removed soon after the event, and the venue to be cleared/washed to remove any stains, oil spills etc.
7. It is the responsibility of the caterer/event manager to coordinate with the organizer/ secretary of the event to ensure that the premises are kept clean throughout the event days by deploying sufficient numbers of house-keeping staff.