

## **Terms and Conditions for the use of Open Space at Faculty of Arts**

1. The applicant booking the open space in the University should apply to the Office of the Assistant Registrar (Estate), University of Delhi, at least SEVEN DAYS in advance. No urgent requests would be entertained.
2. The applicant can apply only 15 days before the event. The condition of 15 days can be waived in exceptional cases where advance planning is required.
3. The loud speakers will not be allowed to be used during class timings. However, organizers could use loud speakers with reasonable sound only after 3:00 p.m.
4. If the activity is to be conducted by a Department, Centre, College, Hostel etc. the application must be forwarded by the relevant authority e.g., HOD, Director, Principal, Provost etc. DUSU office bearers applying for booking of space should route their requests through Advisor (DUSU) only.
5. For booking by a bonafide student, group of students or a member of University, a photocopy of Identity Card must be submitted together with other details like address, phone number etc.
6. The applicant shall be responsible for maintaining the cleanliness at the premises.
7. Applicant shall obtain necessary licenses/permissions to hold the function from the appropriate local authority, if it is required under any law/rule/order of the Municipal Corporation of Delhi/Police etc.
8. Any damage or loss to the property will be made good at the user's cost.
9. Nothing should be pasted or scribed on the walls, trees etc.
10. No portion of the lawn should be used for serving refreshments.
11. Smoking is strictly prohibited inside the University Campus.
12. User will make own arrangements for electricity etc., if required.
13. If any untoward incident/disturbance, unlawful activity is reported from the venue, the applicant/organizer will be held responsible and the law would take its own course.
14. University reserves the right to cancel the booking or deny permission without assigning any reason.

**[Signature of the Applicant]**

**(Name)**

### **Important Note:**

Open space would be made available free of charge for the following non-sponsored purposes only:

- (a) Academic activities like debates etc.
- (b) Charitable activities like Blood donation camps, Health camps etc.
- (c) Cultural activities like Nukkad Nataks etc.
- (d) Social awareness programs.

All programs having sponsorship will be charged an amount of ₹5000/- (Five Thousand only) per day which would be used for developmental activities of the University.

The organiser would be required to deposit the booking charges with University Cashier between 9:30 AM to 3:30 PM on working days.

