PROFORMA FOR BOOKING OF COMMUNITY HALL
UNIVERSITY GUEST HOUSES, AMU, ALIGARH

(Only for marriage of son/daughter of University employees/retired University employee/own
marriage of University employees/Daily Wagers/Students as per E.C. Circular No. CIII-EC(631)-
3/1942 dated 18.02.2008 and minutes of meeting of Advisory Committee vide D.No.

1. Name of the applicant (in Capital Letter) : ____________________________________________
2. Father’s Name : ____________________________________________
3. Full address of applicant : ____________________________________________
   ____________________________________________
   ____________________________________________
4. Designation/Class (if student) : ____________________________________________
5. I.D. No./enrolment No. (if student)/PPO No. : ____________________________________________
6. Department/Official Address : ____________________________________________
7. Relation with the applicant : ____________________________________________
8. Date of marriage/function : ____________________________________________
9. Rent of the Community Hall : (a) Rs. 25,000/- (Ground floor + lawns)
   (b) Rs. 5,000/- (For first floor hall extra, if required)
10. Security amount (refundable) : (a) Rs. 10,000/- (Ground floor + Lawn)
    (b) Rs. 5,000/- (For single hall first floor)
11. Agreed with the terms and conditions printed overleaf
12. Purpose of the function : ____________________________________________
   I have read the terms & conditions and to abide by the same

Forwarded by the Chairman
Department/Provost of Hall
(Seal)

Signature of the applicant
(Name: ____________________________________________
Mobile No. ____________________________________________

Enclosures: (Proof of relationship for marriage of son/Daughter)

Checked the eligibility of the applicant with proof.

(Dealing Assistant)

ALLOWED FOR BOOKING

Member-in-Charge
University Guest Houses

P.T.O.
Terms & Conditions:

1. Reservation of community hall may be canceled, if any function of university planned on such dates.
2. No extra room, with the reservation of community hall, in the University Guest Houses will be provided.
3. Applicant will have to contact with the Electricity Department before the marriage for regular supply.
4. Central air-conditioning will only run on generator which is to be arranged by the person booking the Hall.
5. The security of Rs. 10,000/- will be refunded after the report of the Supervisor of University Guest House No.01.
6. Cleaning charges Rs. 1,000/- will be taken at the time of booking of community hall.
7. In the following conditions, University Guest Houses reserves the right to forfeit entire security money:
   i. Use of Music/Fire Crackers /Arms etc. & any other act which may disturb the peace
   ii. Slaughter(Zabiha) of animals for the feast
   iii. Any damage to the Guest House property (if not arranged to repair by the applicant)
   iv. If after the end of the function no report is made to the Receptionist of Guest House No.01.
   v. The damage caused by the party would be charged out of the security money if within and would be charged extra if the damages are more than the security money as per rules.
8. Community Hall can only be used for marriage of son/daughter of the employee or by the students own marriage/personal function such as Aqeeqa/Birthday/Engagement etc. If it is found that the booking is not for designated people as per rules the action would be taken against the booking persons.
9. Except halls at ground & first floor including lawn no other room would be provided at Community Hall.
10. Booking parties must ensure No Cooking will take place other than designated place for cooking area.
11. Generator backup has to be arranged by the booking party only and electric connection request and charges to be deposited at Electricity Department, AMU by the booking party.

In no case cooking utensils will be allowed inside the halls services of food items has to be done in service bowls or chafing dishes (without fuel as hall has central air-conditioning).

Member-in-Charge
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