

Rules & Guidelines for Booking of Pathani Samanta Auditorium, Amphitheatre and Cafeteria

I. Guidelines

1. The Auditorium will primarily be booked for Academic activities such as Seminars, conferences, Symposiums, workshops, etc. or activities approved by the Director, NISER.
2. The Auditorium will not be booked for any political/religious activities, general body meetings, holding of elections of office bearers, etc.
3. There are 729 seats in the Auditorium. A few seats in the first row of the Auditorium are reserved exclusively for the senior officials/observer(s) of the Institute and handicapped and disabled persons/audience.
4. The Auditorium should only be booked if the minimum number of confirmed participants is more than two hundred.
5. All reservations will be made on the IMS portal only. Verbal/telephonic reservations will not be accommodated. The green area/garden near the Auditorium cannot be booked or used for activities. The Director, NISER and officer-in-charge auditorium reserve the right to refuse booking of the facility or to revise the auditorium bookings at any time without assigning any reason. In case of conflicts, the decision of the Director will be final.
6. For student activities/events, the Auditorium will be booked only for a single day and maximum until 09.30 p.m. and to be vacated within 30 minutes after the event. Any rehearsal or instrument dry run can be done on the same day before the start of the event.
7. 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.
8. The organiser will not install extra lights, mikes, or audio-visual equipment without prior permission. Any facility to be used other than provided will require prior permission from the officer-in-charge Auditorium.
9. Food, beverages, smoking and drinking of alcoholic drinks are strictly prohibited on the Auditorium premises. The organiser booking the premises shall ensure that the rule is not violated. In case of violation, legal action will be taken.
10. Organisers are requested to avoid overcrowding in the hall, stage area and premises.
11. Children below eight years of age are allowed with their parents/attendants only in the Auditorium.

12. The damage, if any, made to the Auditorium fittings, fixtures, etc., during the course of use, the organiser will be responsible for creating such loss by making payment as may be decided by the NISER.
13. Posters/Banners of publicity will not be allowed to be stuck on any portion of the Auditorium but will be permitted at the designated space specified in the Auditorium. Posters or notices are allowed only in Foyer, outside the Auditorium having a self-supporting stand. No wall or beam surfaces will be used for decoration purposes.
14. Designated spaces have been marked out for floral rangoli and floral decorations. Only floral decorations are allowed. Display of goods/products is not permitted inside or outside the Auditorium.
15. Any decoration made in the auditorium premises should be dismantled and properly disposed of by the organiser.
16. During an event, no vehicle will be allowed to park in front of the Auditorium except the Director & invited VIPs and authorised ones.
17. In view of any prevailing security environment during the event, organisers of the programme are to nominate designated representatives for identifying delegates and guests to ensure that only invited persons are allowed to attend the programme.
18. Organisers are requested to avoid disturbing activity or making noise inside & outside the meeting venues and strictly adhere to the time slot for bookings. The organiser will maintain discipline, decorum & integrity as per NISER rules.
19. No fireworks will be allowed within the auditorium premises and adjacent areas as the Institute is legally responsible for enforcing the fire safety regulations in the venue within the NISER premises.
20. For any mishappening/incident/medical emergencies during the program, the responsibility will be that of the organiser.
21. The personnel managing the Auditorium will not be held responsible for losses/damages of the properties of the event organiser or audience used in the performance or kept on the auditorium premises.
22. Organisers are advised to take care of conference material/technical equipments/personal belongings, as personnel managing the Auditorium are not responsible for their safety.
23. In case the organiser cannot use the booking venues due to any mechanical/electricity failure or on account of riot/fire/earthquake or an act of war or an act of God. In that case, personnel managing the Auditorium will not be liable for any loss suffered by the organiser.
24. The Director or any authorised official from NISER may grant exemption from the operation of any of the rules in exceptional cases on merit.

II. Booking Process & Rules

1. The auditorium, amphitheatre and cafeteria will primarily be booked for academic activities or student activities approved by the Director.
2. A prescribed booking/reservation form has to be filled out through Institute's IMS portal. Verbal/ telephonic reservations will not be permissible. The requisition will be channelled through a recommending authority to the facility in charge and the Director will give final approval.
3. For all student activities, the Dean of Student Affairs will give his recommendation for the event & use of facilities for further final approval of the Director.
4. The Director's approval is required for any non-academic or cultural events if to be conducted in the Auditorium, amphitheatre & cafeteria.
5. In writing, a notice for preponement/postponement/cancellation of an event should reach the officer-in-charge Auditorium at least two days before the event date (excluding the event date).
6. Once the booking is confirmed, the organiser will abide by the prescribed rules and regulations.

III. Cafeteria & Catering Guidelines

1. Catering services can be hired from any panel of caterers/agency approved by NISER.
2. Lunch or any other refreshment, eatables, beverages etc., should only be permitted inside the cafeteria and serving of these will not be allowed inside the Auditorium.
3. No more than eighty persons are allowed in the cafeteria at any given time.
4. Organisers must ensure that catering facilities rules are strictly followed and keep the premises clean after the event. In case of any deviation, future facility usage may be impaired.



राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान
National Institute of Science Education and Research
परमाणु ऊर्जा विभाग, भारत सरकार का एक स्वयंशासित संस्थान
An Autonomous Institute Under DAE, Government of India
P.O. Jatni, Khurda 752050, Odisha, India

**Application Form for Booking of Pathani Samanta Auditorium /
Amphitheatre / Cafeteria**

Telephone No. 0674 2494515,

E-mail: ps_auditorium@niser.ac.in

1.	Name of Member/School/Centre	
2.	Communication/Office Address	
3.	Contact	Mobile No. Telephone No.
4.	Date on which Auditorium / Amphitheater/Cafeteria required	Date ___ / ___ /20___
5.	Timing	From _____ To _____
6.	Purpose for which required	
7.	Number of Person expected	
8.	Name of Chief Guest (if any)	
9.	Is the event being organised in collaboration or funding with some outside agency. (like Society/Association/ Charitable Institutions/ or any other professional body)?	
10.	Is the event Funded/approved by NISER?	
11.	Brochure/website address of the event, if available	
12.	Have you read the Guidelines/Terms & Conditions formulated by the NISER?	Yes / No

I/We have read and understood the guidelines for booking of the venues and catering and undertake to comply with these guidelines fully. In case of non-compliance, the booking will be cancelled & future bookings from the organisers will be turndown.

Signature:

Requisition by

Signature : _____ Name(Capital Letters): _____ _____	Signature : _____ Name(Capital Letters): _____ _____
Designation : _____ Telephone No./Mobile Number : _____ _____	Designation : _____ Telephone No./Mobile Number : _____ _____
Email address : _____ _____	Email address : _____ _____
Date : __ / __ /20__	Date : __ / __ /20__

Recommended by:

Name: _____ Signature _____
Designation: _____ Date _____

Office Use Only

Availability of the Facility: _____ Available / Not-Available
Remarks: _____

OIC Auditorium _____ Signature _____

Approval by Director

Remarks: _____

Approved / Not Approved _____ Signature _____

