

REQUISITION FORM FOR SKE HALLS/GROUND

1. NAME OF THE HALL/GROUND REQUIRED (Please tick/circle the venue)

- Sevantilal Shah Sabhagraha
- Pu La Deshpande Khula Rang Manch
- Gurudev Ranade Seminar Hall
- K M Giri Hall

- New Dining Hall
- Hostel Boys' Common Room
- Play Ground
- Front Garden
- Guest House

2. NAME OF THE CONDUCTING INSTITUTION

3. NAME OF THE EVENT

4. PERSON IN-CHARGE OF THE EVENT

Ph. No.

5. PURPOSE OF USE

6. DATES OF THE EVENT (FROM - TO)

7. TIMINGS OF THE EVENTS

8. ATTENDANT IN-CHARGE OF THE KEYS

Ph. No.

9. ANY ADDITIONAL ITEMS/FACILITIES
REQUIRED (Ex: trays, sound system)

This is to inform all the heads of Institutions that they are to take utmost care to ensure that the College and Society property will not be damaged or misused during an event or function. The institution conducting the event will be responsible for the proper use and maintenance of the halls during that time.

Please note:

- Halls will be provided on first-come first-serve basis
- Ranade hall to be used only for Seminars
- Halls and Rooms used for Seminars /Events/Lunch/Dinner should be cleaned before and after the Program
- Please switch off all fans/lights/electronic devices correctly before handing over the keys.
- Care should be taken while shifting and arranging Chairs/Tables
- No Sticking any material to the doors and walls
- All the material used by any institution should be returned to Society/College after the program is over.
- Special care has to be taken by everyone while using Washbasin/Washrooms in Dining Hall

SIGNATURE OF EVENT INCHARGE

SIGNATURE OF SKE ADMINISTRATOR

SIGNATURE OF PRINCIPAL