

Inter-University Accelerator Centre

Rules / Guidelines for allotment, control and management of Maharshi Kanad Auditorium, IUAC

1. Control and Management

The control and management of **Maharshi Kanad Auditorium** shall be vested in the Sub-Committee of Inter University Accelerator Centre.

2. Sub-Committee's Power to make rules

The Sub-Committee shall, from time to time, prescribe rules and regulations governing the general management, administration and maintenance in proper conditions, of the Auditorium including the appointment and duties of employees connected with the Auditorium. These rules are subject to alterations at any time at the discretion of the sub-committee without prior notice.

3. Use of Auditorium

Maharshi Kanad Auditorium of Inter University Accelerator Centre will be permitted to be used at the discretion of the Sub-Committee of Inter University Accelerator Centre for lectures, discourses, conferences, meetings, performances and social, educational activities on such days and at such time when it is not required for use of Inter University Accelerator Centre and on such terms and conditions as prescribed from time to time by the Sub-Committee.

4. Schedule of charges

The Schedule of charges prescribed below for the use of the Auditorium shall remain in force till such time as they are revised by the Sub-Committee.

(a) The Schedule of Maintenance Charges for different purposes excluding IUAC and UGC/MHRD is as follows:

(In Rupees)

Particulars	Charges		Additional charges per hour
	Full Day (8 hours)	Half Day (4 hours)	
Auditorium (without stage lighting)	45,000/-	30,000/-	4500/- per hour
Auditorium (with stage lighting for cultural programmes)	50,000/-	35,000/-	5000/- per hour
Seminar Hall	10,000/-	6,000/-	1000/- per hour
Meeting Room	5,000/-	3,000/-	500/- per hour
Lounge Area	Inclusive	Inclusive	Inclusive
LCD Projector charges / Audio-Video System	Inclusive	Inclusive	Inclusive

The booking is on first come first serve basis.

(b) Refundable security deposit of Rs. 10,000/- will be charged in addition to above charges.

(c) Charges include the use of Auditorium, Chairs, air conditioning, sound equipments and electricity, existing spot and solar lights and staff thereof. Any additional equipments and lights etc., if required will have to be obtained only from Inter University Accelerator Centre's approved contractor on payment of hire and electrical charges. **Outside sound system is not permitted.**

(d) Inter University Accelerator Centre's decision in respect of categorization and charges shall be final and binding.

(e) The use of the Auditorium for rehearsals is not permitted.

(g) The applicant (if required) has to get the programme recorded through Inter University Accelerator Centre Auditorium only, on payment of Rs. 2000/- per shift.

SPECIAL INSTRUCTIONS:

1) Acoustics of the Hall and planning of the microphones are so adjusted that performing platform has to be at a certain location on the stage. This location is earmarked by the management of the hall and this location is restricted for the ideal acoustical performance in the hall.

2) The Parties Booking the Auditorium should ensure that the Mobile phones and pagers should be kept in off mode during the performance of the show.

3) Performance of Fashion Shows / Beauty Contest are strictly prohibited at Inter University Accelerator Centre Auditorium.

4) The Auditorium is booked for performances as shootings are prohibited, therefore, the parties booking the Auditorium are permitted to use maximum two VHS cameras in the areas specified for their recording purpose only. On line editing and professional cameras are strictly prohibited.

5. Application in prescribed form

(a) Every application for use of the Auditorium shall be submitted in the prescribed form furnishing all details, required in it to the SAO, Inter University Accelerator Centre, or to any other officer whom the sub-committee may direct to act on his behalf.

(b) The Booking of Auditorium can be made three months in advance.

6. Advance Payment refund

(a) Each request for the use of the Auditorium should be accompanied by Demand Draft / Cheque or online transfer of Rs.10,000/- as Security Deposit, once confirmed.

(b) On the acceptance of the application the balance payment towards hire charges, etc. shall be paid not later than one month before the date of the use of the Auditorium, failing which the security deposit shall be forfeited and if the intimation regarding the cancellation or the payment is not received in this office in writing, the party shall have to pay the full amount of hire charges. In the absence of any intimation to this effect, the reservation will automatically cease and allotment will be made to a new party and if such parties book the Auditorium in future, full amount of the hire charges will be collected in advance at the time of booking the Auditorium.

7. Powers to accept or reject applications.

The sub-committee or any officer who is authorised by it on its behalf, after scrutinising the applications for the use of the Auditorium, may accept or reject them without assigning any reason. Their decision shall be final.

8. Security Deposits

(a) The Security deposit which shall be refunded subject to deduction, if any, under Sub-Rule (b) below, to him/her, on any working day, fifteen days after the use of the Auditorium. The deposit amount not collected within three years shall be forfeited without any notice. (b) From the amount deposited under Rule 8(a) above, such sums shall be deducted as are needed to cover the cost of damage, if any, done to the assets, properties including building, furniture, fixtures, fittings, painting, electrical and other apparatus etc.; during the use of the same by the applicant, and the balance, if any, shall be refunded to the applicant. The decision of SAO of Inter University Accelerator Centre in these matters shall be final and binding on the applicant concerned.

(b) Recoveries for excessive damages.

If the cost of damage done to the building etc., referred to clause (b) of this Rule be more than the deposits amount, the difference as determined by Inter University Accelerator Centre shall be paid by the applicant.

9. No Claim entertained on cancellation of permit.

Inter University Accelerator Centre shall have the authority at any time to cancel the permission already granted to any applicant without assigning any reason in which case the applicant shall be refunded the amount already paid by him/her without interest thereon. The applicant shall not be entitled to claim any damages or compensation whatsoever by reason of such cancellation.

10. Permits liable to cancellation to objectionable or irregular use.

If at any time after the grant of permission of the use of the Maharshi Kanad Auditorium, Inter University Accelerator Centre considers that : (a) The performance, or the meeting as the case may be, for which permission has been granted, (i) is objectionable or, (ii) is transgressing or likely to transgress any of the Rules and Regulations relating to the use of Auditorium, or (b) The applicant booking the Auditorium has handed over the programme to the Event organisers, while the booking stands in the name of the applicant or (c) The applicant has made false statement concerning the scope and object of the meeting or performance. Inter University Accelerator Centre shall be at liberty to cancel the permission to use the Auditorium without assigning any reason.



11. Programme infringing copyright disallowed.

(a) No programme shall be allowed in the Auditorium which would constitute an infringement of copyright of any individual or institution. Should any such programme take place before the knowledge or infringement comes to light, the applicant infringing the copyright shall be responsible for all consequences, legal or otherwise which may follow. Inter University Accelerator Centre shall in no way be held responsible for the same.

(b) The applicant shall give an undertaking in writing that the performance does not infringe the copyright law.

12. Validity of reservations copyright disallowed.

All reservation as also all receipts for all payments of charges or and dues, only when signed by the person authorised by the sub-committee to act on its behalf shall become valid.

13. Sub-Committee not responsible if the Auditorium not allowed.

The use of the Auditorium shall be available in order of reservation made in advance but for any reason, if it is not possible to allow the use thereof, Inter University Accelerator Centre shall not be responsible in any respect, and in this event, the party shall be refunded but the applicant shall not be entitled to any damage or compensation on that account.

14. Charges payable for overtime.

If the applicant fails to return the possession of the Auditorium to the Custodian within the time specified, he shall pay such extra charges and penalty as may be determined by Inter University Accelerator Centre in its absolute discretion for the unauthorised use of the Auditorium without prejudice to the rights of Inter University Accelerator Centre to take any other action against the applicant.

15. Use limited to specified areas only

The permission to use the Auditorium is strictly limited to the stage, the Auditorium and the necessary adjuncts thereof. It does not include access or right of user for terrace, Audio-Video Control Room, Seminar Hall, Meeting Room and Club Room.

16. Permit non-transferable.

The applicant shall not transfer his /her permit or grant permission for use to any other person /persons for whole or any portion of the Auditorium

17. Any disfigurement of Auditorium is forbidden

The applicant shall not drive nails in any part of the building or furniture nor do any such acts as would spoil or disfigure the Auditorium in any way. He/she shall not also remove the furniture or other articles and fixture from their original positions.

18. Inter University Accelerator Centre not responsible for failure of services

The Auditorium is equipped with a stage, sound and light equipments, Air-conditioning, etc., for efficient services. While every effort shall be made to

maintain the service in order, Inter University Accelerator Centre shall not be responsible for any failure of breakdown or curtailment thereof.

19. Orderly conduct of programme binding on applicant.

All programmes, and proceeding of meetings or gatherings conducted by the applicant shall be orderly and entirely lawful and strictly within the scope of the objects for which the use of the Auditorium is permitted. The applicant shall undertake all responsibility and Inter University Accelerator Centre shall in no way, be held responsible in this matter. The applicant shall ensure that no damages takes place to the property, furniture, fixtures and fittings of the Auditorium. The applicant shall make adequate arrangements of security personnel to ensure avoidance of such incidents.

20. No overcrowding in the Auditorium.

The applicant will not allow overcrowding in the Auditorium which has a seating accommodation of 281 seats inclusive of eleven seats reserved for the Inter University Accelerator Centre Authorities and two seats reserved for the Authorities of the stage Performances Scrutiny Board. No more persons will be permitted in the Auditorium over and above these fixed seats as per the order of Police Commissioner.

21. Smoking and other nuisance forbidden

Spitting, smoking, consumption or serving of alcohol and other intoxicants, committing nuisance of any kind or otherwise, making any portion of the Auditorium or furniture walls, etc., dirty in any way are strictly prohibited and the applicant shall be responsible for the observance of these rules.

22. Catering inside forbidden

No eatables or drinks of any kind shall be taken inside the hall or passages. Catering facility must be availed from the Canteen at Inter University Accelerator Centre Auditorium, on payment of applicable charges.

23. Signboard for display.

Not earlier than a week before the day of the use, the applicant shall be allowed to display only one signboard not exceeding 6' x 3' and one banner 18' x 1.5' can be displayed on the day of performance at the main entrance of Inter University Accelerator Centre Auditorium, subject to approval of the Director within the Auditorium premises. Save the aforesaid, no banner or other display or advertisement of any kind in connection with programme or function will be permitted within the Auditorium premises or Laboratory Complex or on the road in the vicinity.

24. No music or loudspeaker at or outside entrance

No music of any kind shall be played at the entrance nor shall loudspeakers be installed outside the entrance of the Auditorium.



25. Badges for artists

The applicant shall provide proper badges (signs) to the artists and all other persons who are required to work on the stage. Only persons wearing badges shall be allowed on the stage.

26. Authority to enter Auditorium.

The Custodian, SAO, Officers and staff of the Auditorium and of Inter University Accelerator Centre connected with the Auditorium Department shall have full authority to enter any part of the stage or auditorium during the use of the same by the applicant.

27. Responsibility of applicant for all legal obligations.

The applicant shall be solely responsible for :

- (i) Proper use of the Auditorium, furniture, fixture and fittings and other properties of Inter University Accelerator Centre.
- (ii) Any damages that may be caused to the Auditorium, furniture, fixtures and fittings or properties of Inter University Accelerator Centre.
- (iii) Observance of police and Municipal Rules and Regulations in force for the time being, including non-use of the Auditorium beyond the stipulated period fixed by the Government and Municipal authorities.

28. Requisitioning of facilities

The existing facilities of Stage Solar Lights, Spot-Lights, Curtains, Sound Systems, Films & Slide Projection, etc., can be requisitioned at the time of booking of the Auditorium. Under no circumstances outside sound system shall be permitted.

29. Security of the Auditorium.

Overall security for the IUAC which houses the Auditorium is available, however, special/additional security requirement by the applicant will have to be arranged by Lessee at his /her own cost, the arrangements for which will have to be done by him /her with the approved security agency of Inter University Accelerator Centre, on payment of applicable charges.

30. Fire Precautions

Under no circumstances candles, panthies, diyas, incense sticks or such inflammable materials be allowed in the auditorium premises even if it is a part of drama or event. However, one lighting lamp would be allowed on the stage for the inaugural purpose only."

31. Insurance Cover

The applicant shall make his /her own arrangement for the insurance cover for all types of risks for his/her own and third parties property and life. Inter University Accelerator Centre does not accept any responsibility for any loss or damages to the property and life in whatsoever manner of any liability towards him/her or third parties.

32. Gate Pass

No material will be allowed to be taken out of the Auditorium hall without the valid gate-pass obtainable from the officer authorised by the SAO, Inter University Accelerator Centre. The applicant should ensure that all dues to Inter University Accelerator Centre have been paid and a clearance certificate obtained from the authorised officer before any material is allowed to be taken out.

33. Car park

Only limited parking is available near the Auditorium complex.

34. Infringement of regulations

In the event of any infringement of these regulations the Director / Authorised Officer of Inter University Accelerator Centre is entitled to close down the operation of the applicant immediately without assigning reasons.

35. Indemnify

Every applicant holds his/her programmes at the Auditorium at his/her own risk. The applicant shall indemnify Inter University Accelerator Centre against any legal proceedings or cost, charges, expenses and/or damages that may be suffered, incurred or borne or which may rise from any non-settlement of payments and any injury or accident caused to property used by him/her or by his/her agents, representative, contractors or employees, neither the applicant nor his agents, representatives, contractors or employees will have any claims against Inter University Accelerator Centre for damages, either for personal injury or damage to any of his/her property arising from negligence or default of any person or from any other cause or for any loss, sustained as a result of temporary non-availability of any of the services in the Auditorium. The applicant shall effectively indemnify Inter University Accelerator Centre from any liability whatsoever including that of any injury or harm to the visiting public arising out of the programme held at the Auditorium. The applicant shall notify his/her agents, representatives, contractors and employees of these conditions. It is hereby agreed and understood that no right, title or interest is intended to be created nor shall it be deemed to have been created in respect of the hall area allotted to the organiser and the payment of hire charges shall be strictly in respect of the user of the hall area for specified period. Further that the user shall not be authorized to let / sublet / assign whole or part of the hall area to any other person / persons.

36. Interpretation

The decision of the Director, IUAC as regards interpretation / relaxation of the rules and regulations shall be final and binding on the applicant.

