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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | **FACILITY REQUEST FORM** | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Name** | | **:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | **Department** | **:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Event** | | **:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | **Event Date** | **:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
|  | | | | | | | | | | | | | | | | |
| **SECTION A : VENUE ARRANGEMENT** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **No.** | **Arrangement Description** | | | | | | **Time Required (From / To)** | | | **Room** | | | **Wing & Floor** | | | **Remarks** |
| 1 |  | | | | | |  | | |  | | |  | | |  |
| 2 |  | | | | | |  | | |  | | |  | | |  |
|  | | | | | | | | | | | | | | | | |
| **ROOM CAPACITY** | | | | | **:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **NO. OF PARTICIPANTS** | | | | **:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **ADDITIONAL FITTINGS** *(for Exam Personal Use Only)* | | | | | | | | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| **\*Notes : Additional fittings for activities should not be taken from classrooms.** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **SECTION B : EXTENSION FOR AIR CONDITIONING** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **No.** | **Description of Work Required** | | | | | | **Time Required (From / To)** | | | **Room** | | | **Wing & Floor** | | | **Remarks** |
| 1 |  | | | | | |  | | |  | | |  | | |  |
| 2 |  | | | | | |  | | |  | | |  | | |  |
|  | | | | | | | | | | | | | | | | |
| **SECTION C : PRINTING OF STUDENT ACCESS CARD / TEMPORARY VISITOR ACCESS CARD REQUEST** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **No.** | **Description of Work Required** | | | | | | **Date Required** | | | **Remarks** | | | | | | |
| 1 |  | | | | | |  | | |  | | |  | | |  |
|  | | | | | | | | | | | | | | | | |
| **SECTION D : GENERAL / OTHER REQUEST / HIRARC REFERENCE NO.** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **No.** | **Description of Work Required** | | | | | | **Date** | | | **Time** | | | **Venue** | | | **Remarks** |
| 1 |  | | | | | |  | | |  | | |  | | |  |
| 2 |  | | | | | |  | | |  | | |  | | |  |
| 3 |  | | | | | |  | | |  | | |  | | |  |
| 4 |  | | | | | |  | | |  | | |  | | |  |
|  | | | | | | | | | | | | | | | | |
|  | | | | **Submitted by** | | | **Approved by (HOD)** | | | **Received by Exam / SSC for Space Booking Confirmation** | | | **Received by CS for Set-up Arrangement** | | | **Received by PROCUREMENT for PO** |
| **Signature :** | | | |  | | |  | | |  | | |  | | |  |
| **Name :** | | | |  | | |  | | |  | | |  | | |  |
| **Date :** | | | |  | | |  | | |  | | |  | | |  |