

Guidelines for using canteen space for personal functions beyond working hour of the canteen

1. Purpose and Eligibility:

I. On the basis of requests from the employees and in the absence of community hall(s) in the campus, the competent authority has desired that the canteen space may be utilized for personal celebrations/functions of the employees, beyond the normal working hours of the canteen; therefore, these guidelines.

II. Eligibility for booking the canteen space

Regular employees of GKCIET are eligible for booking the space for their own personal functions. However, permission shall be subject to the approval of the Director GKCIET.

2. Booking Procedure:

- (i). An applicant should submit the duly filled application form along with required documents (fees receipt, undertaking, purpose of the programme etc) within the time limit of 10 days(minimum) to 30 days (maximum) period of the program. Application form can be downloaded from the Institute website (www.gkciet.ac.in).
- (ii). The permission letter will be issued for the use of Canteen Space. The permission letter should be presented to the Security Officer/Estate Officer and Chairman Canteen Management Committee, before the commencement of scheduled activity/program.
- (iii). The applicant can cancel the booking by giving notice at least two working days before the date of program, failing which the amount deposited shall be forfeited. If an applicant fails to turn up on the scheduled date without notice (as mentioned above), booking amount deposited shall be forfeited.

3. Guidelines during the Use of the Canteen space / facility:

- a) The applicant has to ensure that no illegal activity(s), that may cause nuisance, disturbance or prejudicial to the peace, safety and severity in the Institute, shall be carried out within the premises of Canteen Space. In case, any such activity is

found/reported during the event, the applicant shall be responsible for this and necessary action shall be initiated against him/her as per rules.

- b) The Canteen space facilities will be used only for the approved/declared activity/function/program on the date within the time allocated.
- c) Serving of eatables, drinks and beverages permitted only through the approved vendor of the Canteen, unless approved otherwise.
- d) The time allowed for the private use of canteen space will be from 07:30 pm – 10:00 pm (Monday to Saturday except Sunday). The competent authority may consider permitting the use of the space on Sundays/Closed Holidays also.
- e) All necessary steps/precautions should be taken, which are required to safeguard the Canteen space and adjoining areas against fire hazard, but not limited to arrangement of firefighting. The institute will not be responsible in this regard in any way.
- f) The applicant shall not put any nails or any other materials that are difficult to remove such as lacquer, paints or other similar materials on the walls, furniture and other equipment. Applicant shall be liable to pay for damages to any equipment, furniture or structure etc. in the canteen space or its facilities.
- g) The electricity wires/fittings should be so located that it will not constitute a hazard to the audience/participants. The applicant must ensure the size, capacity and fitness of the power supply cable.
- h) The exit doors shall remain unlocked and shall be free from obstructions during activity/function/program. All these areas should be adequately illuminated.
- i) The damages/ losses, if any, to the Canteen space or its facilities, will be recovered from security deposited by the applicant. Excess amount, if any, should be deposited by the applicant within fifteen days after intimation by the concerned authority.
- j) Estate Office shall have the right to enter, at any time, any part of the Canteen space facilities during its use by the applicant and impose additional conditions for its continued use in the light of prevailing circumstances. If any applicant fails to observe these conditions, the staff member may terminate the right of use at any time and request all persons to leave the venue.
- k) Applicant waives any right of recovery against the Institute, its officers, employees or agents in the event of fires, floods, earthquakes, civil disturbances, regulation of any public authorities and any other causes beyond their control. Applicant shall not charge results of "acts of God" to the Institute, its officers, employees or agents.

- 1) Applicant waives any right of recovery against the Institute, its officers, employees, and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with Applicant's use or occupancy of the Canteen space and adjoining area, lawn etc. even if the Institute, its officers, employees, or agents seek recovery against Applicant.

4. Prohibited:

The following activities/act will be prohibited:

- a) No change will be allowed in the structural design or layout of the premises.
- b) Smoking & drinking will be strictly prohibited.
- c) No posters, slogans, banners or portraits are to be pasted or hung while using the canteen space/facility.
- d) Political/religious speeches or anti-national campaigning of any kind will not be allowed.
- e) Chanting of slogans or conducting activity that disturbs public will be prohibited.
- f) No digging anywhere within the premises for the tentage will be allowed.
- g) Cooking outside the kitchen area will be prohibited.
- h) Pets/animals and fire arms will not be allowed.
- i) Fire crackers will be strictly prohibited inside the premises.
- j) No scenery or decorations of readily combustible nature will be erected anywhere in the premises of Canteen space
- k) No hydrogen-filled balloons of readily combustible nature will be hanged in and around the Canteen space.

5. User charges for the use of Canteen space/facilities

For personal functions:

Sl. No	Facility	Amount Payable
1	Canteen Space/Facilities	Rs. 1000.00/-
2	Security amount (Refundable)	Rs. 2000.00/-
3	Electricity & Water charges	Rs. 200.00/-
4	Sanitation Charges	Rs. 500.00/-
Total		Rs 3,700/-

6. PENALTY

In case of any violation/sub-letting/ deviation from the approved programme, following action may be taken: -

- i) An amount of 4 times of the security deposited will be penalized.
- ii) Allottee will be debarred from booking for one year.
- iii) Repeated offenders may be debarred permanently for booking the venue

Application for Booking of Canteen Space

1.	Name of the Applicant	
2.	Designation	
3.	Regular Employee Code	
4.	Purpose of Booking	
5.	Other related details regarding booking	
6.	Date of booking	
7.	I-Card and Aadhar Card of Applicant	No:
8.	Attach the relevant proofs of I-Card and Aadhar Card	YES/NO
9.	Proof of Function	
10.	Signature of Applicant	
11.	Recommendation of the Space Committee	

Approval of the Director

Approved/Not Approved