

**Centre for Open and Distance Learning
University of Jaffna**

Reservation form for the E-Hall

(Please read the instructions carefully overleaf before fill in the booking form)

1. Applicant Name:.....
2. Name of the Faculty/ Department/ Unit :.....
3. Address:.....
4. Contact No:.....
5. Date of the Programme :.....

Time: - From:..... To : Hours :

6. Details of Programme :.....
(Please annex Invitation/ Examination Timetable)

7. Ground Floor () First Floor ()

8. Expected Facilities: No. of. Examination Desk (.....)
 No. of. Chairs (.....)
 Multimedia Projector Yes () No ()
 White board Yes () No ()

9. Pre Arrangement Time

Time:- From:..... To : Date :

I wish to reserve the E-Hall as per the instruction given overleaf

.....
Date

.....
Signature of the Applicant

Recommended/Not Recommended

.....
Assistant Registrar/CODL

Permission is granted to use the E-Hall

.....
Date

.....
Director/CODL

Instruction for Reservation of E-Hall - CODL

1. *Permission will be granted to use E-Hall of hours.*
2. *Pre arrangements should be done by the applicant.*
3. *Do not damage any movable immovable property at the E-Hall.*
4. *Applicant should take responsibility if any damage occurs, during the program, and the value of property will be recovered.*
5. *No permission will be given to serve short eats or drinks inside the E-Hall.*
6. *Do not use flammable items inside the E-Hall. Eg: Candle, Matchbox*
7. *Applicant who reserves E-Hall for drama and cultural program should remove their belongings once the programme is over.*
8. *Switch off the fans, lights and other electronic items which were used by the applicant.*
9. *The key should be handover to the CODL by the applicant after **rearrangement** of the E-Hall.*

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Director/ CODL