



School of Planning and Architecture, Bhopal

योजना एवं वास्तुकला विद्यालय भोपाल

(An Institution of National Importance of Ministry of Education, Govt. of India)

(राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार)

Auditorium Utilization Policy & General Rules and Regulation

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1. Purpose and Scope

- 1.1 The School of Planning and Architecture Bhopal Auditorium (hereinafter referred to as "the Auditorium") is a facility provided by the School for various events, including academic conferences, seminars, workshops and cultural programs.
- 1.2 These rules and regulations are designed to ensure that the Auditorium is used in a safe, responsible and efficient manner.

2. Booking Procedure

- 2.1 To book the auditorium, a request must be made to the Director, School of Planning and Architecture Bhopal, at least 15 days prior to the scheduled event. If permitted, the application will be further processed by the Maintenance Cell of SPA Bhopal. JE (Electrical) and a staff deputed by In-charge computer center will direct the concerned staff of the cell to facilitate the same.
- 2.2 A prescribed form (Please see Annexure A), available on the School's website, must be filled out and submitted along with the request.
- 2.3 The request must include details such as the event title, date, time, expected number of participants, and technical requirements.

3. Auditorium Facilities

- 3.1 The Auditorium is available for booking from 9:00 AM to 05:00 PM. Only for special institutional events and with specific instructions from the competent authority, the timing will be extended.
- 3.2 This auditorium has been equipped with a state-of-art stage adjustable lighting and sound system. It has the audio and video projection system including a background projection wall. It is designed with a ventilation and air conditioning system. It also has smoke detectors and fire alarm systems for the early detection of fire.
- 3.3 The facility of the wheelchair is available for the stage front row and central aisle.

4. Seating Capacity

- 4.1 The auditorium has a seating capacity of 369 seats.
- 4.2 No extra seating is allowed unless permitted by the competent authority and as per the need of the specific institutional event.
- 4.3 The organizer is responsible for ensuring that the seating capacity is not exceeded.

5. Sound System

- 5.1 The auditorium is equipped with a sound system, but its use is permitted only till 05:00 PM.
- 5.2 The organizer is responsible for ensuring that the sound system is not used beyond the permitted time.
- 5.3 Neither outside equipment for lighting and sound system is allowed at the auditorium nor any stage sets are allowed on the stage or anywhere else.
- 5.4 Junior Engineer (Electrical) will be responsible for overseeing the operations and maintenance of the sound and electrical systems of the auditorium.
- 5.5 In-charge Computer Center will be responsible and ensuring the video projection for the such events there are 4 projections installed in Auditorium for best utilisation of the projection facility, the suggested aspect ratio for file to be projected are as follows-

P1 - 16:9

P2 - 16:9

P3 - 16:9

P4 - (Central Projector) - 21:9

6. Food and Beverages

- 6.1 Food and beverages are strictly not allowed inside the auditorium.
- 6.2 However, tea/snacks/lunch/dinner can be served in the designated area outside the auditorium with prior permission.

7. Vacating the Auditorium

- 7.1 The organizer is responsible for ensuring that the auditorium is vacated within an assigned time after the event.

8. No Smoking Zone

- 8.1 The Auditorium is a no-smoking zone.
- 8.2 Smoking or consumption of alcohol is strictly prohibited anywhere within the premises of the auditorium nor are any food articles, weapons, bottles, briefcases, tiffin boxes allowed in the auditorium. The administration will levy a fine for such violation and may stop the event, if so needed. Backpacks/laptop bags may be allowed only to carry study materials or copies.

9. Damage to Property

- 9.1 The organizer is responsible for ensuring that the facilities, building finishes, acoustical panels, chairs, carpet, audio systems, lighting, etc, of the auditorium are not damaged during the event.
- 9.2 Any damage caused to the auditorium or its equipment will be charged to the event organizer.

10. Floral Decorations

- 10.1 Only floral decorations are allowed, and they must be placed only in the designated areas.
- 10.2 Posters / banners / publicity material is allowed to be displayed only at the specified places provided for the purpose. No walls/panels to be damaged for these activities. No permanent pasting of bills is allowed anywhere in the premises of the auditorium.

11. Emergency Exits

- 11.1 The organizer is responsible for ensuring that the emergency exits are kept clear during the event.
- 11.2 Failure to do so may result in cancellation of the event.

12. Fire Safety System

- 12.1 The organizer is responsible for ensuring that no open flames or fireworks are used during the event.

13. Event Security

- 13.1 The organizer is responsible for ensuring that the event is conducted in a safe and secure manner.
- 13.2 This includes ensuring that the delegates are identified and authenticated before allowing them to enter the auditorium.

14. Technical Requirements

- 14.1 The auditorium has a technical team along with AEPO, JE (Electrical) & In-charge Computer Centre that can provide support for the event.
- 14.2 However, the organizer is responsible for ensuring that all technical requirements are submitted along with a request to use the facility.



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Request Form for AUDITORIUM BOOKING

1) Event Details:

- a) Name of the Event:.....
b) Event Date:
c) Event Time:
d) Event Type (Tick Any): Seminar/Workshop/Conference/Lecture/Cultural/Video Screening/ Any other

2) Organiser Details:

- a) Name:
b) Designation:
c) Department:
d) Phone Number:
e) Email:

3) Participant Details:

- a) Number of Participants:
b) Expected Audience (SPAB Students, Faculty, External Guests / Students, etc.):

4) Technical Requirements:

- a) Audio-Visual facilities needed (Yes / No):
b) Special Requests (if any):

Please enclose a copy of the competent authority's approval of the event

Additional remarks:

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Signature of the requester

JE Electrical

AEPO

In-Charge Computer Center

Associate Dean (P&D)-Maint.

Associate Dean (P&D)-Estate and Security.

Dean P&D

Director

Note:

- Please submit this form at least 15 days prior to the event.
- Booking will be confirmed subject to availability of the auditorium.
- Please contact the office of the Dean (P&D) for confirmation of booking.