

**Jamia Community Centre (JCC)
New Delhi-110025**

Form for booking JCC for Jamia employees

Terms and conditions:

- *Catering, decoration, cooking shall be the responsibility of the user. JCC will only provide the building and its premises along with space for Cooking Use of wood for cooking is strictly prohibited except in oven/tandoor.*
- *The user is solely responsible for the damages caused to the property of JCC as well as for the cleanliness of the premises. Damages, if any shall be repaired by the user within two days or else deductions will be made from the security deposit or wages of the employee or from both, if required.*
- *Damages shall be assessed by the Adm. /Building Department of JMI and the decision of the Registrar as to the cost of damages shall be final*
- *The bounced cheques and defective/ flawed drafts will be dealt as per RBI rules.*
- *JCC need to be used for the purpose it is booked, subletting the JCC to external members for hosting their occasions/ combining occasions which have not been mentioned in the form, is a serious offence, serious actions by Jamia Authorities would be taken against the employees indulging in such an act.*
- *After the booking is confirmed, on cancellation the rent will not be returned. Kindly get your booking confirmed after a well thought out plan.*
- *Security deposit will be with held for non compliance of the rules and regulations.*

Date and time (Day and Night) and purpose for which Booking is required	
Name of the applicant	

Designation and work place/ Department	
Residential Address	
Name of the Bride [i] and groom [ii] both in case of marriage ceremony / Or Name of the person [1] for whom the booking is being made in case of other occasions	
[i]	
[ii]	
Residence / cell Phone Number	
E mail address	

*Submit the ID card or the form shall be forwarded by the Head of the institution

Signature and Seal
Head of the Institution

Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and belief. I do hereby affirm that I shall follow all the rules and regulations as laid down and amended from time to time by the Jamia Millia Islamia. I also declare that the above said function is a wedding / Reception/ Aqiqa /any other occasion of my

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Signature of the applicant -----

Name -----

For Office Use Only

JCC is availableBooking Assistant

Booking confirmed for (Date)

In - Charge, JCC, JMI

Declaration / Undertaking

I hereby solemnly assure the authorities of Jamia Millia Islamia to abide by rules and regulations as prescribed by them stated below:

Following are strictly prohibited:

1	Use of loudspeakers / loud music, crackers and alcohol	X
2	Indulgence in any such activity which is a cause of disturbance to the people in the neighbor hood	X
3	Use of Wooden logs (LAKDI) for cooking	X
4	Use of plastic glasses	X
5	Cash transaction during the booking	X
6	Throwing garbage at the back yard of the community centre	X
7	Spitting on floors and walls	X
8	Throwing trash on the floor	X
9.	Any instance leading to calling the police will not be the concern / responsibility of any authority of JMI.	X
10	No alterations in the building and open space and no digging of holes	

1	Car Parking rules displayed are to be strictly followed.	✓
2	Use of Eco friendly paper glasses	✓
3	Use gas cylinders for cooking	✓
4	Use dust bins for throwing trash	✓
5	Pan stall to be positioned in open space away from the building	✓
6	use stands for placement of tents	✓
7	JCC premises are to be locked by 1pm after the celebrations in the evening. Vacate the premises within the prescribed time.	✓
8	If JCC is booked for evening as well vacate JCC by 4 pm , tents to be shared by both applicants for far day and evening	✓

Note: In case the above restrictions are not followed, security money will be seized. JCC need to be used for the purpose it is booked, subletting the JCC to others for hosting their occasions which have not been mentioned in the form, is a serious offence, severe actions by Jamia Authorities would be taken against Jamia employee

Name of the Applicant

Signature.....