



LAHORE COLLEGE FOR WOMEN UNIVERSITY

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No: WILL/LCWU/

Dated:

The Vice Chancellor

LCWU, Lahore

SUBJECT: SOPS FOR USE/BOOKING SEMINAR HALL, STUDENT SERVICE CENTRE

Respected Madam

SOP for the booking/use of Seminar Hall are being laid down. It is requested that the SOPs may kindly be approved for further implementation of the same.

SOPs for use/booking Seminar Hall

Student Service Centre

Availability and booking

1. The booking of the hall, subject to availability is made on requisition form available at Counseling Centre, LCWU
2. The booking will be confirmed after the approval of concerned Head of the Department/Dean/Director.
3. The seminar hall is available for Lectures, Workshops, Conferences and Seminars or academic activities like educational and training programs for the students and faculty by the faculties/Directorates/Institutes/department.
4. The seminar hall will NOT be available for:
 - a. any cultural/musical activity
 - b. activity to promote sales of goods
 - c. event containing political content
5. To cancel the booking, inform at least three working days earlier the reserved date.

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Responsibilities of the user

1. Ensure that the number of participants/guests will not exceed the capacity of the hall i.e. 200 seating capacity.
2. Responsible for keeping the premises of the hall neat and clean, and to leave the seminar hall in good condition.

3. In-case of mess or spills on the carpet or chairs, the organizers will manage the proper cleanliness of hall immediately.
4. Ensure NO food / beverages be enter in the hall.
5. Any kind of refreshments/caterings are NOT allowed in inside seminar hall
6. Guarantee no damages to furniture / fixture.
7. Ensure NO writing/pasting on walls (with any kind of adhesive material), fixed accessories and banners/posters (except provided space for backdrop) in the hall
8. Ensure no alteration be made in furniture/fixture setting.
9. Ensure no misbehave be done by the students inside and adjacent corridors of seminar hall during, before/after the event.

Mamoona Riaz

Material Developer/Psychologist

Student Service Centre

Seminar Hall, Student Service Centre
Lahore College for Women University, Lahore

(Booking Form)

Date of Event: _____ Timings: from: _____ to: _____

Department/Directorate/Institute: _____

Kind of Activity:

☐ Seminar ☐ Workshop ☐ Symposium ☐ Meeting ☐ Other (Specify) _____

Title of the event/activity: _____

No. of Audience: _____ Contact Person:

Contact No: _____ Email: _____

Signature

Contact Person

Signature

HOD/Dean/Director

*Refreshments/caterings are not allowed inside seminar hall

*In case of cancellation or change in date of event please inform 3-days earlier

* Please inform the staff on duty after the completion of the event

Seminar Hall, Student Service Centre
Lahore College for Women University, Lahore

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