



अग्रमतेन वेदव्यम

COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

No. CU/GAD/2018/182/

Date: 8 January, 2024

NOTIFICATION

As per decision of the Committee constituted for fixing of rent for the different halls of CU, the rent for booking of these halls i.e. KBR Auditorium, Sudmersen, Conference, Indoor Stadium, Small Gallery behind the DSW Office, Students Day Home are for outside the University purposes are fixed as detailed below:

1. **KBR Auditorium:** Rs 35,000/- (Rupees Thirty Five Thousand only) per day.
2. **Sudmersen Hall:** Rs. 12,000/- (Rupees Twelve Thousand only) per day.
3. **Dr. T Ao Indoor Stadium:** Rs. 10000/- (Rupees Ten Thousand only) per day
4. **Video Recording/ Shooting within the Campus/ Departments:** Rs. 2,000/- (Two Thousand) per hour

Also, the other terms and conditions of booking of these halls are needed to be agreed by the party and payment has to be made in advance. The details are enclosed as per Annexure -A.

Registrar

Memo No. CU/GAD/2018/182/ 336-44

Date: 08 January, 2024

Copy for information to:

1. Pro-Vice Chancellor, CU for kind information.
2. PS to the Vice Chancellor for information of the Hon'ble Vice Chancellor, CU.
3. All Deans of CU for kind information.
4. All Officers/ HODs for information.
5. All Sectional Heads for information.
6. CSM for information and with a request to upload in CU website.
7. Concerned officials
8. Notice Boards
9. Office file

Registrar

Annexure- A

1. KBR Auditorium, Cotton University

- (i) The rent of the KBR Hall for hiring shall be fixed at Rs. 35,000/- (Rs. Thirty five thousand only) per day. This will include the rent for the terrace adjacent to KBR Hall.
- (ii) The auditorium shall be available for rent in any days of the week. However, it should be ensured that the programme shall not hamper the academic activities of the nearby departments of the University.
- (iii) The rate per day is including the generator charges for power supply.
- (iv) The party which hires the auditorium must take all responsibilities for any damage of the furniture, infrastructure, materials etc. of the Hall during the programme and in case of any damage, it must be replaced with similar/equivalent items as per rules of Cotton University.

2. Sudmersen Hall:

- (i) The rent of Sudmersen Hall for hiring shall be fixed at Rs. 12,000/- (Rs. Twelve thousand only) per day.
- (ii) The rate per day is including the generator charges for power supply.
- (iii) The Sudmersen Hall shall be available for rent only on holidays. However, hiring of the Sudmersen Hall may be considered in week days also, after 3 PM without hampering the academic activities of the nearby departments of the University.
- (iv) The party which hires the Hall must take all responsibilities for any damage of the furniture, infrastructure, materials etc. of the Hall during the programmes and in case of any damage: it must be replaced with similar/equivalent items as per the rules of Cotton University.

3. Dr T Ao Indoor stadium:

- (i) The rent of Dr T Ao Indoor Stadium for hiring shall be fixed at Rs. 10,000/- (Rs. Ten Thousand only) per day.
- (ii) The rate per day is not including the generator charges for power supply.
- (iii) The Indoor Stadium shall be available for rent on holidays only. However, rent in week days shall be considered with prior permission of the Honourable Vice-Chancellor, Cotton University.
- (iv) The party which hires the Stadium must take all responsibilities for any damage of the furniture, infrastructures, materials etc. of the Stadium during the programmes and in case of any damage: it must be replaced with similar/equivalent items as per the rules of Cotton University.

4. Video recording/Shooting within Cotton Campus/Departments:

- (i) No Video recording/Shooting within Cotton Campus/Departments shall be allowed in working week days. However, such activities may be allowed in holidays during day time.
- (ii) An amount of Rs. 2,000/- (Two Thousand) per hour shall be charged for such activities. The amount shall be charged separately for the use of each campus (Department) of the University.
- (iii) The party must take responsibilities for any damage of the furniture, infrastructures, materials etc. of the premises during the programme and in case of any damage, it must be replaced with similar/equivalent items as per the rules of Cotton University.