

APPLICATION FOR THE USE OF FACILITIES AT FACULTY OF MEDICAL SCIENCES (FMS), UNIVERSITY OF SRI JAYWARDENEPURA (USJ).

01. Organizer/ Organization:

.....

02. Contact Person:

03. Address:

.....

04. Telephone No:..... Fax No:

E mail Address:

05. Name of Seminar/ Conference/ Activity:

.....

06. Any other information:

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07. No. of Participants:

08. Facilities Required:

Hall	Required Date	Required Time	Duration (Hrs)	Amount Rs.

10. Accessories Required

Laptop	Amount Rs.

Terms and conditions:

- The halls will be provided at a discounted rate as below;
 - University functions (other faculties of USJ) – 50%
 - Other Sri Lanka state universities – 20%
- Hiring of a laptop is Rs.2000/day

- 50% of the hall charges to be paid within 07 days of confirmation. Balance to be paid at least 7 days prior to the event.
- Please note that the above reservations are liable for cancellation by giving 2 weeks' notice, if circumstances warrant the use of the facility by FMS, USJ.
- In the event of any damage or loss to the properties of the halls, the estimates of the USJ will be the final and to be deducted from the refundable deposit.
- Refundable deposit is 50% of the hall charge.
- For refreshments – canteen upper area - Rs.5000 per day
- Charges will be added for rehearsals as well.
- Using liquor inside the university premises is strictly prohibited.

I hereby agreed to the above terms and conditions.

.....
Date

.....
Applicant`s name and Signature
NIC Number.....

Hall can be given in the requested date.

Subject clerk:.....Deputy Registrar/HOD/Unit Head.....

Recommendation of the ,
Dean:.....
Registrar/Vice-chancellor:.....

50% refundable deposit has been done.

Total payment has been done

No defects were reported
Recommended to release refundable deposit.

Subject clerk:.....Deputy Registrar/HOD/Unit Head.....

Payment modes:

- Cash – should deposit to Shroff of the university OR
- Cheque – should be drawn in favor of “Bursar, University of Sri Jayewardenepura, A/C No. 097-1-001-4-7709343, Peoples Bank ,Gangodawila, Nugegoda.

(payment slip of 50% refundable deposit should be submitted with the application)

- Copy to: 1. Chief Security officer -For your information**
2. Works Engineer - To arrange continuous power supply for the event