



GARISSA UNIVERSITY

P. O. Box 1801 - 70100, Garissa, Kenya

OFFICE OF THE HEAD OF TRANSPORT AND TECHNICAL FACILITIES

LECTURE THEATRE INTERNAL BOOKING FORM

1. Contact Information				
Name of Individual/Department/ Group				
Contact Person				
Phone		Mobile		
Email				
Postal Address				
2. Venue Use Details				
Purpose of booking: (please give details)				
<p>Please indicate the exact date and times of the proposed booking, including time required for set-up. If more than one date is required, please attach a separate document clearly listing all the required facilities, dates and times. This will ensure that all the necessary arrangements can be made and the availability of the University Theatre Hall can be confirmed.</p>				
Setting up Date: _____		Setting up Time: _____		
Event Start Date: _____		Event Start Time: _____:		
Event Finish Date: _____		Event Finish Time: _____		
DAYS	DATES	START TIME	FINISH TIME	TOTAL NUMBER OF PARTICIPANTS EXPECTED

Note: This form is for internal events only. Internal events are free of charge.

CONDITIONS OF FACILITY USE

1. The person whose contact information is provided on the requisition form will be held responsible for any damage or incident that occurs during the event, including any damages to the UTH equipment, facilities, and surrounding areas. The requester will be liable for any additional costs incurred as a result of such damages.
2. The use of the UTH is limited to the hours specified on the requisition form, and the hall must be vacated by the end of the specified time. Any overtime will be a violation of terms.
3. The UTH must be left in a clean and orderly condition after the event. Any damages or additional cleaning fees will be the responsibility of the requester.
4. The University reserves the right to amend these conditions at any time.
5. The request must be submitted at least one week in advance.

DISCLOSURE:

I, the above-mentioned Contact Person, acknowledge that I have received and understood the "Conditions of Use for the University Theatre Hall (UTH)" and agree to abide by the same. I understand that the UTH is a multi-purpose facility that can accommodate a wide range of internal events such as concerts, conferences, lectures, and performances. I also understand that I am responsible for any damages or incidents that occur during the event and ascertain that the hall and everything in it is currently in good condition. I acknowledge that I am responsible for obtaining any necessary permits, licenses, or other approvals required for the internal event, and that the University reserves the right to amend these conditions at any time.

Name: _____ Signature: _____
(Contact Person)

Date: ___/___/___

OFFICIAL USE ONLY:

Available: Yes No Approved: Yes No

Office of the Head of Transport and Technical Facilities.

Name: _____ Signature: _____

Date: ___/___/___

I ascertain that after use, the hall was: _____

