Basar

Date:

To

The Director,

RGUKT Basar.

Respected Sir,

**(Through proper channel)**

Sub: Requesting for permission to conduct \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Branch/Section/Cell) at Students’ activity centre or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In relation to the event mentioned in subject, I will be responsible for following aspects. Hence I request you to accord permission to conduct the said event on campus.

|  |  |  |
| --- | --- | --- |
|  | **Responsible students with contact numbers** | **Responsible staff member with contact numbers** |
| **Belongings of SAC building/ Auditorium** |  |  |
| **Electrical equipment, Audio and video systems** |  |  |
| **Furniture and fixtures** |  |  |
| **Unity, harmony and peace among the students** |  |  |
| **Cleanliness and hygiene of the auditorium and its surroundings** |  |  |
| **Safety and security of students** |  |  |

**DECLERATION**

I further declare that I will be overall responsible for the organizing **Fresher’s/Farewell/Get together celebration** of our branch students at given space in peaceful, cordial and responsible manner. I will also promise that the event scheduled will be winded up by 10.30PM including messing activity on the scheduled day.

Yours sincerely

Signature of Head of the department

Department:

Contact number: