



Ref. No.:

## GOVERNMENT POLYTECHNIC NANDURBAR

### SEMINAR/CONFERENCE HALL UTILIZATION FORM

\* \* \* \*

Date of Program/Event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Organized /Arranged by,

\_\_\_\_\_ Department/Office

Number of Faculty/Student attended Program/ Event: \_\_\_\_\_.

PLEASE INDICATE EQUIPMENT NEEDED/USED:

- Video Conferencing
- LCD Projector
- VCR/DVD Player
- Projector Screen
- Sound System
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I, \_\_\_\_\_, agree that we have requested the above selected equipment and accept full responsibility of the same and agree to return with good condition.

*Signature with designation*