

Faculty of Allied Health Sciences - University of Peradeniya
Guidelines for the Use of the Auditorium or Lecture Rooms for Events

1. Purpose

These guidelines are established to ensure the proper use, care, and management of the Faculty Auditorium and Lecture Rooms by staff and students of the Faculty of Allied Health Sciences (FAHS). They outline the procedures for requesting permission, maintaining the facilities, and ensuring accountability before, during, and after the use of the venues.

2. Request Procedure

2.1 Checking Availability

Before submitting any request, the **Time-Tabling Committee Member** of the respective Department or Office shall check the online lecture room reservation system and confirm the **availability of the required Auditorium or Lecture Room** for the intended date and time.

2.2 For Staff Members

- Staff members who intend to use the Auditorium or Lecture Room for official or academic purposes must submit a **formal written request** to the **Dean of the Faculty of Allied Health Sciences**, through the respective **Head of the Department or the Officer-in-Charge**.
- The request should be made **at least ten (10) working days** prior to the event.
- The request should include:
 - i. Title and nature of the event
 - ii. Date, time, and duration of use
 - iii. Venue requested (Auditorium/Lecture Room/Laboratory)
 - iv. Name, designation, and contact details (telephone and email) of the Event Coordinator
 - v. Expected number of participants
 - vi. Any special technical or logistical requirements

2.3 For Students

- Student organisations, batches, or individuals wishing to use the Auditorium or Lecture Room for academic, cultural, or welfare-related events must forward a **formal request through the relevant Head of Department or Academic Adviser** to the **Dean of the Faculty of Allied Health Sciences**.
- Requests must be made **at least ten (10) working days** prior to the proposed event.
- The request should specify:
 - i. Title and purpose of the event
 - ii. Date, time, and duration of use
 - iii. Venue requested
 - iv. Name, registration number, and contact details of the Student Coordinator
 - v. Name of the Staff Member supervising the event
 - vi. Expected number of participants

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2.4 Approval

- The event may be held only after obtaining **written approval** from the Dean or an authorised officer.
- Approval will be subject to compliance with these guidelines and the availability of the facility.

3. Use of the Venue

3.1 The venue shall be used **strictly for the approved purpose and time period** indicated in the approval.

3.2 Users must ensure that **no damage, alteration, or misuse** occurs to the furniture, fittings, or equipment.

3.3 The following **restrictions** apply to all users:

- Use of **cello tape, masking tape, glue, pins, or nails** on walls, podiums, whiteboards, stage or furniture is **strictly prohibited**.
- **Food and beverages** are not allowed inside Lecture Rooms or the Auditorium unless prior permission has been granted.
- **Audio-visual or lighting systems** must be operated only by authorised technical personnel.
- **Decorations** should be minimal, temporary, and must not cause any damage to the property.

3.4 The **Event Coordinator** (staff or student) is responsible for maintaining discipline, order, and cleanliness during the event.

4. Cleaning and Handover Procedure

4.1 The relevant office shall make the cleaning to ensure the venue is properly cleaned **before and after** the event.

4.2 After the event, the organising party must:

- Ensure the venue is **cleaned and restored** to its original state.
- Return all furniture and equipment to their proper positions.
- Remove all decorations and waste materials.

4.3 The venue shall be **inspected and accepted** by the designated officer (e.g., Technical Officer or authorised staff member) before it is officially handed back.

4.4 Any damage or malfunction observed must be **immediately reported** in writing or by email to the **Senior Assistant Registrar (Administration)** or the **Technical Officer / Management Assistant responsible for the inventory item**.

5. Accountability

5.1 The following individuals are held responsible for the proper conduct of the event and the care of the premises:

- For **staff events**: the **Event Coordinator** or **Head of Department/Officer-in-Charge**.
- For **student events**: the **Student Coordinator** and the **Staff Supervisor**.

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- 5.2 Any loss or damage to university property during the event shall be **assessed and recovered** as appropriate.
- 5.3 Non-compliance with these guidelines may result in **denial of future use** of the facility or **disciplinary action** where applicable.

6. General Notes

- 6.1 The Faculty reserves the right to **approve, postpone, or cancel** any booking based on academic schedules or other official requirements.
- 6.2. Priority will always be given to **academic and official faculty functions**.
- 6.3. These guidelines are subject to **review and revision** as deemed necessary by the Faculty Board.


Dean

Faculty of Allied Health Sciences
University of Peradeniya

Dean
Faculty of Allied Health Sciences
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Peradeniya

Form 01 – Lecture Room / Auditorium/ Laboratory Request Form

**UNIVERSITY OF PERADENIYA
FACULTY OF ALLIED HEALTH SCIENCES**

LECTURE ROOM / AUDITORIUM / LABORATORY REQUEST FORM *(For Staff/ Department Use)*

Event Title

Organised by

Name of the Staff Member

Designation

Department / Programme

Contact No. **Email:**

Date & Time of Event to

Venue
(Auditorium/ Lecture Room /Lab)

Conditions of Use

1. The venue shall be used only for the approved event and time.
2. Walls, podiums, whiteboards, stage and furniture must not be marked or taped with cello tape, glue, pins, or nails.
3. Food and beverages are not permitted unless prior written approval is obtained.
4. Furniture and equipment must be handled carefully and returned to their original positions.
5. The venue must be cleaned immediately after the event and handed back in its original condition.
6. Any damage or loss must be reported immediately to the respective Office/ Department.
7. The organiser shall be fully responsible for the proper use and cleanliness of the premises.

Declaration

I hereby acknowledge receipt of the above venue in good condition and agree to comply with the above guidelines. I accept full responsibility for ensuring the venue is properly used and returned in the same condition.

Signature of the Staff Member : **Date :**

Approval to use the Lecture Room / Auditorium/ Laboratory Request :

Signature :

Date :

Form 01 – Lecture Room / Auditorium/ Laboratory Request Form

UNIVERSITY OF PERADENIYA
FACULTY OF ALLIED HEALTH SCIENCES

LECTURE ROOM / AUDITORIUM / LABORATORY REQUEST FORM *(Student Use)*

Event Title

Organised by

Coordinator's Name

Designation / Reg. No.

Department / Programme

Contact No. Email:

Date & Time of Event to

Venue
(Auditorium/ Lecture Room /Lab)

Staff Supervisor
(for student events)

Conditions of Use

1. The venue shall be used only for the approved event and time.
2. Walls, podiums, whiteboards, stage and furniture must not be marked or taped with cellotape, glue, pins, or nails.
3. Food and beverages are not permitted unless prior written approval is obtained.
4. Furniture and equipment must be handled carefully and returned to their original positions.
5. The venue must be cleaned immediately after the event and handed back in its original condition.
6. Any damage or loss must be reported immediately to the respective Office/ Department.
7. The organiser shall be fully responsible for the proper use and cleanliness of the premises.

Declaration

I hereby acknowledge receipt of the above venue in good condition and agree to comply with the above guidelines. I accept full responsibility for ensuring the venue is properly used and returned in the same condition.

Signature of the staff/ student Date

Signature of Staff Supervisor (if applicable) Date

Approval to use the Lecture Room / Auditorium/ Laboratory Request :

Signature :

Date :