

**GOVERNMENT COLLEGE OF COMMERCE AND ECONOMICS  
BORDA-MARGAO, GOA  
Affiliated to the Goa University**

Email id: [gcc.margao@gmail.com](mailto:gcc.margao@gmail.com)

Website: [gccem.ac.in](http://gccem.ac.in)



**COLLEGE MULTIPURPOSE HALL USAGE POLICY**

**SCOPE**

The College is equipped with a Multipurpose Hall having a seating capacity of around 500. The Hall is large, well ventilated, has a good sound system, a large stage and green room facility. It can be used to organise various cultural, academic and other activities.

The Directorate of Higher Education vide communication No. 1/14/2017-DHE/2943 dated 28/9/2018 has given approval of the Government to hire out the Multipurpose Hall of the College to private organizations/individuals for the purpose of Education, Sports and Art & Culture. The College Multipurpose Hall Usage Policy has been designed in consonance with the said communication.

This Policy includes in its scope all users of the hall inclusive of the staff and students of the College.

**OBJECTIVES**

- ✓ To specify the norms, rules and regulations governing the use of the Multipurpose Hall.
- ✓ To ensure proper usage of the Hall and its accompanying facilities.
- ✓ To ensure that the rules and regulations herein notified are strictly adhered to by users of the hall.

**RULES AND REGULATIONS**

- ✓ The Management of the Multipurpose Hall is vested in the College Authorities more specifically the Head of Institution.
- ✓ The Multipurpose Hall will be used for activities related to education, sports, art and culture only.
- ✓ Requirement of the Hall by the College-its administration, staff and students for organisation of college activities will take precedence while considering requests by Hirers.

- ✓ The Multipurpose Hall is available to users from 8.30 a.m to 5.30 p.m on all days, subject to availability.
- ✓ The total number of persons that can be accommodated in the Hall is 500. Filling the Hall with people in excess of its seating capacity will not be allowed.
- ✓ Booking for the Hall can be done in person minimum 10 days in advance. A request letter for the same needs to be addressed by the hirer to the College Principal citing the purpose for which the Hall is required.
- ✓ Authority is vested in the Head of the Institution who will decide on the acceptance/rejection of the request letter.
- ✓ The availability of the hall will be communicated to the hirer within 2 -3 days of the receipt of the request letter by the College Office.
- ✓ Once the Hirer has received communication from the College office confirming the availability of the Hall, he/she will have to book the hall making by making a payment of Rs. 1000/- which is non – refundable and the details will be recorded in the register maintained in the college office.
- ✓ The use of the hall is available to educational institutions in and around the vicinity of the college as also to government departments.
- ✓ The Multipurpose Hall will not be permitted to be used for political purposes.
- ✓ The Hall charges are as follows:
  - Rs. 2,500/- per session (DHE specified charges)
  - Rs. 5000/- per day (DHE specified charges)
  - Rs. 1000/- Booking amount (Non-refundable)
- ✓ An additional charge of Rs. 500/Rs.1000/- will have to be made by the Hirer for use of the Projector in the Hall for half/full day.
- ✓ The charges towards the Hall will have to be made prior to the use of the Hall.
- ✓ In the event, the booking is cancelled, the hirer is entitled to be paid back the total amount received less the booking charge of Rs. 1000/-
- ✓ The Multipurpose Hall will be available free of cost to the students and staff of the Government College, Borda and also to the Multipurpose High School/Higher Secondary.

- ✓ The user is required to use the premises of the Hall and its facilities with care. The user will have to bear the cost of the damage if any to the Hall and its facilities.
- ✓ The Sound System in the Multipurpose Hall is exclusively for the use of the staff and students of the Government College, Borda. The College Authority will not permit the use of its sound system to the hirer/other institutions who will have to make their own arrangements for sound.
- ✓ Being an educational institution and given the conduct of classes, loud volume of music, PA system and other audio-visual equipment is strictly prohibited.
- ✓ No illegal or immoral activities are permitted in the Hall.
- ✓ Smoking and drinking in the Multipurpose Hall is strictly prohibited.
- ✓ Users of the Hall are required to switch off the fans/ lights in the hall after use.
- ✓ The users of the hall are also required to clear the hall of all refuse after use.
- ✓ The college authority will not assume the responsibility of any accidents or loss or damage to property of the user.
- ✓ The College reserves the right to revise the rules and regulations when deemed necessary.