



# University of Veterinary & Animal Sciences

(Department of Physiology)

Faculty of Bio-Sciences

Outfall Road (Sheikh Abdul Qadir Jilani Road) Lahore– Pakistan.  
Telephone #: 042-99213667 Exchange 042-99211449-50, 9211374 Ext.427 & 432.

No.

Dated:

## REQUISITION FOR AMPHITHEATRE



1. **Name of Department/Institute:**

\_\_\_\_\_

2. **Title/Purpose of the event:**

\_\_\_\_\_

3. **Date of Requisition** From \_\_\_\_\_ To \_\_\_\_\_

**Timing of Requisition** From \_\_\_\_\_ To \_\_\_\_\_

4. **Faculty/ Officer (Focal Person) responsible for maintaining cleanliness, safety of auditorium items/ IT appliances before & after the event and observations of SOPs**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Cell # \_\_\_\_\_

5. **Recommended By:**

**Chairman/ Officer In-charge/Tutor Concerned:** \_\_\_\_\_

### SOP for use of Auditorium

1. The user department is requested to contact the IT Department and Building and Works Department for the smooth and continuous functioning of IT appliances (multimedia, dove mics, collar mics etc.) and electricity/air conditioning. Electrical appliances would be switched off after use.
2. The User will be responsible for the cleanliness/safety of auditorium and auditorium items before and after the event. Any kind of food beverage will not be served in auditorium.
3. Use of any kind of sticking (adhesive tape, glue, pins etc.) on the walls of amphitheater is prohibited.
4. Keys would be returned following satisfactory fulfillment of mentioned requirements.

**Approved by In-charge Auditorium:** \_\_\_\_\_  
(Dr. Imtiaz Rabbani)