Committee/Conference/Training Room Booking Form
Centre for Advanced Research in Sciences (CARS)
University of Dhaka, Dhaka-1000, Bangladesh

E-mail: cars@du.ac.bd, Fax: +88-02-9667222; Form is available at www.cars.du.ac.bd/services/forms

Room Type	:	Conference Room (70 persons)
Name	:	Syed Shahadat Hossain, Ph. D.
Designation	:	Director
Office	:	
Address	:	Dhaka University Research Coordination and Monitoring Cell (DURCMC)
Contact Number	:	01747816856
Description of the Occasion	:	Inaugural of DURCMC
Occasion date & time	:	Date: 16/10/2023 (Monday), Time: 11:30:00
Applicant's name for special fee	:	
Recommendation of Dept's Chairman / Institute's Director / Office Head	:	Recommended: Syed Shahadat Hossain
Name and Address of Payee (If different from the applicant)	:	NA
Status	:	Confirmed

Basic Conditions:

1. Committee/Conference/Training room bookings can be made from Sunday to Thursday from 9.30 am to 4.00 pm.
2. Extra fee for use of Committee/Conference/Training room during the said period (up to 8.00 PM)/holidays (Tk. five hundred with room booking fee for use of conference room during extra hours and room booking fee for use of conference room on closing days advance one thousand taka) to be paid. Fees to be paid prior to the use of the Committee/Conference/Training room.
3. No food/beverage other than bottled water shall be allowed in the Committee/Conference/Training room.
4. Committee/Conference/Training room users may use the cafeteria located at CARS for food/snacks with prior approval of the Director. But in that case, cafeteria rules should be followed.
5. The maximum number of seats in the conference room is 70 (seventy). There is no possibility to arrange additional seats.
6. It has the facility of multimedia projector and sound system. However, multimedia projector users should bring laptops at their own risk.
7. No change in decoration/seat planning will be allowed in the Committee/Conference/Training room.
8. In case of Committee/Conference/Training room booking, it is your responsibility to inform the authorities the day before the event.
9. Access to the conference room will require the use of west side gates and stairs. At the end of the conference or during the lunch break, use the west side stairs to exit the CARS building and use the east side stairs to use the cafeteria. The cafeteria cannot be accessed using the stairs inside the building. The main gate remains closed with a magnetic lock for the security of the CARS laboratories.
10. Banners or posters shall not be placed in the Committee/Conference/Training room except on 4 feet x 6 feet or 4 feet x 12 feet boards.
11. Committee/Conference/Training room users and visiting guests cannot enter any floor/laboratory other than the Committee/Conference/Training room.
12. The Authority reserves the right to cancel any booking in the interest of CARS security.
13. CARS is a smoke-free zone. Smoking is prohibited at CARS.

Agreement:

Singnature of the Client:

Signature of the Officer:

Approval by the Director of the CARS

Centre for Advanced Research in Sciences (CARS), University of Dhaka reserves the right to accept or reject any reservation request without stating any reason thereof.