

IAC Booking Form

Date: _____

To
Head / IAC In-Charge
Dept. of CSE, BUET

<u>Fees</u> (Director, BRTC, BUET)	For 1(single) Session of a day		
	<u>Seminar</u> (Pay Order)	<u>Lab</u> (Pay Order)	<u>Staff</u> (Cash) <small>(Samsul Arifin)</small>
Dept. of CSE	-	-	A/D
Other dept. BUET	5,000 Tk.	10,000 Tk.	600 Tk.
Outside BUET	10,000 Tk.	20,000 Tk.	600 Tk.

Subject: Request for permission to use the Seminar / Lab of IAC

I would like to request you to allow the IAC **Seminar / Lab** for the following Seminar / Workshop / Meeting.

Seminar Title : _____

Organized by : CSE, BUET Other Dept., BUET Outside of BUET

(name) _____

Bookings

Day : || Sat || || Sun || || Mon || || Tues || || Wed || || Thurs || || Fri ||

Session : || 9:00 am – 1:00 pm || || 2:00 pm – 5:00 pm || || 5:00 pm – 8:00 pm ||

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②

③

Booking Date

From: _____

To : _____

Total _____ days

I, therefore, request you to give permission to use the center. I will be providing necessary fees. & co-operate all Rules of IAC. I am looking forward to you for your kind cooperation.

_____ (Sign & Date)

Mobile No : _____

Name : _____ E-mail : _____

Affiliation : _____

Office use only

IAC Seminar Room / Laboratory is not available /available on _____ for the time from _____ am / pm to _____ am / pm.

(IAC Office Staff)

Authority use only

Booking permitted / not permitted as per rules and regulations of IAC.

(Head / IAC In-Charge)

BK-IAC Rules & Regulations:

1. Seminar must be IT related.
2. Payment should be clear before Confirmation (min 1 weeks before date)
3. If you print any Banner, Booklet, Leaflet, Poster, Flyer etc. Venue must be written as **“BK-IAC, dept. of CSE, BUET.”**
4. Shoes, Drinks, Tea, Snacks, Food etc. are not allowed inside of BK-IAC Center.
5. Permission is necessary for any modification of venue.
6. Penalty will be imposed for any damage.
7. Any other rules/guidelines set by the authority must be followed.

BK-IAC Authority