

OFFICE OF THE LIBRARIAN, T.S. CENTRAL STATE LIBRARY, SECTOR 17, CHANDIGARH

Name of requesting organization: _____

Type of Function: _____

Date of Function: _____

Time duration of function: From: _____ To: _____

Terms & Conditions for organising functions in collaboration with T.S. Central State Library

1. Welcome address and Thanks will be delivered by members of our staff.
2. The Librarian on duty for the day must be invited on stage on important moments like book release, honoring, etc.
3. The banner, invite as well as the press note should prominently (in same font style, color and size) show that the function is organized by T.S. Central State Library, Sector 17, Chandigarh in association with your organization.
4. Any memento or certificate to be given to participants or Chief Guest etc must also carry the name of the Library.
5. The Chief Guest must be finalized with mutual consent.
6. No post may be shared on social media before finalization of banners and invites with us.
7. Arrangement of refreshments, if any, will be made by the requesting organization, including the Library staff on duty on that day.
8. It is to be ensured that there should be no littering during or after the function.
9. The equipment in the auditorium, like sound system, projector, etc. should not be handled or meddled with without permission. In case of any damage, the repair cost will be borne by the requesting organization.
10. The press note/ Invitation cards/Certificates to be distributed should be approved by the Librarian beforehand.
11. No promotion of any sort should be made nor any promotional material displayed or distributed in the Library premises.
12. The sound must be kept to the level that it may not disturb the students studying else the program will be stopped in between.
13. The function must end within the time requested for.
14. The minute to minute detail of the program must be shared in advance.
15. Few photographs and a small paragraph about the event must be shared with the Librarian for uploading on the Facebook page of the Library.
16. The library has the right to cancel the program any time without assigning any reason.

I agree to follow above terms and conditions

Name _____ Signature: _____ Mobile No. _____

Approved

