

## Discussion Room Booking Form (DRB)

**Date:**     /     /  
**Time:**             to

Kindly fill up the following details:

Sl. No.	Name of the User	Reg. No. / Emp. ID. No.	Category of the User (Student/Staff/Faculty)	Signature of the User
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

**Room Requested:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Room No. 101<br>(6-Seater)  | <input type="checkbox"/> Room No. 102<br>(4-Seater)              | <input type="checkbox"/> Room No. 103<br>(6-Seater) |
| <input type="checkbox"/> Room No. 104<br>(12-Seater) | <input type="checkbox"/> Room No. 105<br>(Ground Floor 4-Seater) | <input type="checkbox"/> AV Room<br>(30 Seater)     |

- Equipment:**     Interactive Panel     Whiteboard     Marker     Duster  
 Smartboard Pen

**Purpose of the booking for the discussion room:**

.....

**(Signature of the DRB user)**

**Note:**

1. Users must deposit their ID cards at the help desk to collect discussion room keys, and after completing the discussion, the users must submit the room keys at the help desk.
2. **The discussion room can be used only for academic/group study purposes.**
3. Bookings can be made up to two days in advance.
4. Reservation must be made for a group of patrons, with a minimum of 4 and a maximum of 30 patrons.
5. The discussion rooms can be booked for a maximum period of 2 hours.
6. The library will cancel bookings if the group fails to show up within 10 minutes of the booking time. The booking will be given to the next group in need.
7. **The interactive panel in the discussion room should be used with care and:**
  - ❖ Writing on the boards with any type of marker, pen, pencil, crayon, etc., is prohibited as it will damage the board. Use the smartboard pen that can be collected from the help desk, along with the keys for the room.
  - ❖ The display screens are connected to the Institute network and can be found on the Wi-Fi network.
  - ❖ Request library staff to help you connect the display units with your devices for screen sharing purposes, if needed.
8. Please ensure that any discussions or activities in the room do not cause disruptions to other users.
9. Eatable items are Strictly Prohibited.
10. Users are responsible for the room's equipment, furniture, and fittings.
11. The library reserves the right to modify or change these terms and conditions without prior notice.

**(For Library Use Only)**

Key Handover

Equipment Handover (i.e, Marker, Duster, Smartboard Pen)  Yes  No  NA

Room Ambience is OK  Yes  No

Remarks (If any):- .....

**(Signature of the LRC Staff)**

**Date:**