



REQUEST FORM FOR USE OF SHIVANI FACILITIES

Rules regarding use of SHIVANI facilities (SOA sponsored events could be exempted on one or more of these rules.):

1. The above-mentioned facilities can be used on a first-come-first-served basis. A written request is to be given to either of the Secretary, Joint secretary or President in that order. Their signature has to be affixed in approval of the request.
2. These facilities can be used for a maximum of 150 guests. The vehicles of visitors are to be parked outside Shivani.
3. The SOA MC will have the right to reject a request based on the information provided by the SOA member. A prior improper use could become a reason for rejection.
4. In a calendar year from Jan-Dec, a member can use the facilities for a maximum of 3 times. The second and third usages will be subject to no other member requesting the same facility on the same date and time.
5. The facilities can be used for a maximum period of 4 hours at a time. The facilities can be used till 10:00 PM, including the time required for packing up and cleaning.
6. Cooking of any kind will not be permitted (including frying) either within the halls, roof garden, walkways, garages or areas outside apartments, irrespective of whether it is owned by any member or not.
7. Members should make their own arrangements for hand-washing for their guests in a hygienic manner. Washing of hands, utensils other stuff in the taps provided alongside the buildings is not encouraged.
8. If food is served to the guests, the member should ensure that the guests eat inside the block-2 hall or roof garden. Eating in the walkways or garages causes inconvenience to other SOA members. Those who use Block-3 hall have to use Block-2 hall for dining. Food can not be served in block-3 hall.
9. The requesting member should ensure that the areas used by them are cleaned thoroughly on the SAME DAY of usage. If garbage generated may please be disposed into the corporation dumpsters on the main road and not into the bins kept for regular use. Please do not leave garbage either in bags or without bags along side the regular bins.
10. Loud speakers / amplifiers should not be used in any of the common facilities for individual usage. Parties conducted by SOA that is open to all residents can use speakers till 10:00 PM (in adherence to police rules)
11. The requesting member will be responsible replacing, at his / her own cost, any damages that occur to the lights, fittings, furniture, fitness equipment, projection / audio equipment, plants, walls and the floor during the usage of the facility. Please do not affix or paste anything on the walls.
12. Subject to Approval in EGM, commercial demonstrations, events, vending, training programs, etc. should not be allowed inside the complex by the managing committee without prior approval by majority of the member in a AGM or EGM. As the association is a non-profit organization, no fee, rent or any other compensation should be collected for external parties for the use of the association facilities.
13. The security staff should not be used for running errands or cleaning at any time.
14. Fees & Charges :
 - a. Subject to approval in EGM, Maintenance charges will be levied for use of common facilities as follows (for up to 4-5 hours). This amount collected will be utilized towards maintaining these facilities & the equipments provided therein. This amount does not include cleaning, if the premise is not cleaned by the user :
 - i. Roof Garden without halogen lamps & fountain : Rs.500
 - ii. 2nd block community hall : Rs.300
 - iii. Use of halogen lamps & fountain in Roof Garden: Rs.500
 - iv. 3rd block community hall : Rs.500
 - v. Use of A/c per rounded hour in Community Halls : Rs.125
 - b. The requesting member should deposit a sum of Rs.1500, with the SOA Secretary. A part of this amount might be used for any cleaning or repairs required, if any, and the remainder will be returned. Otherwise the full amount will be returned.
 - c. A sum of Rs.500 will be charged if the A/cs in the block-3 community is used for upto 3 hours. If A/c is used ensure that the windows and doors remain closed all the time. A similar amount is payable if the spot lights & fountain provided in the roof garden is used.



d. All amounts are to be paid only to the undersigned and no money may be paid to anyone else.

Requester's Name :	Facility Requested :
Block : Apt :	1. Roof Garden
Date of Use :	2. Block-2 Community Hall
Time period :	3. Block-3 Community Hall
Advance Received : Rs	(With A/c / Without A/c)
I agreed to the conditions regarding the use of the facilities:	The requested facility is reserved :
Signature of Member :	Secretary / Jt.Secretary / President
Date :	Date of Registration :