

RESERVATION OF AUDIO-VISUAL UNIT SERVICES

Faculty of Agricultural Sciences
Sabaragamuwa University of Sri Lanka

Applicant Information

1. Name of Applicant:.....
 2. Designation:.....
 3. Faculty / Department Unit:.....
 4. Telephone Number.....
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Reservation Details

5. Service(s) Required:
6. Type of Equipment Required:.....
7. Purpose of the Activity:.....
8. Is the activity related to academic purposes? ☐ Yes ☐ No
9. Date(s) Required:.....
10. Time Required: From: To:
11. Venue / Location:

Please note that those who request the services should make arrangements for transportation of the personnel and the equipment.

Reservation requests must be submitted to the Audio-Visual Unit at least three (03) working days prior to the date on which the service is required.

Signature of Applicant: Date:

12. Overtime Payment (if official working hours are exceeded): ☐ Approved ☐ Not Approved

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Signature of the Dean/ Registrar & the official Seal

FOR OFFICE USE ONLY

Review by Audio-Visual Technical Officer

☐ Recommended

☐ Not Recommended (Please tick the applicable reason(s) below)

List of Services That Cannot Be Covered Through the Audio-Visual Unit

The resources of this unit shall not be used for the following activities (whether conducted by individuals or various clubs/organizations of the SUSL or outside) which do not contribute to academic activities:

☐ Audio-visual media coverage of musical, cultural, and theatrical programs.

☐ Audio-visual media coverage and recording of religious rituals and religious festivals.

☐ Audio-visual media coverage of social programs such as parties, weddings, farewells, and funerals.

☐ Audio-visual media coverage of programs that have not obtained proper, authorized permission from the relevant officials of the premises or property being used.

☐ Recordings or photography external to the institution.

Other reason(s):.....

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Audio-Visual Technical Officer

.....
Date

Approval of the Dean / Assistant Registrar

☐ Approved ☐ Not Approved

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Dean / Assistant Registrar
Faculty of Agricultural Sciences
Sabaragamuwa University of Sri Lanka

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Date