

UNIVERSITY OF COLOMBO

APPLICATION FOR OBTAINING APPROVALS FOR EVENTS, TRANSPORT, VENUE, AND HOSTEL ARRANGEMENTS

EVENT EXECUTION GUIDELINES

- The event must be conducted strictly within the approved period.
- Organizers must ensure that the event does not disrupt any ongoing academic or administrative activities of the University.
- All banners, promotional materials, and decorations must be removed within 24 hours after the conclusion of the event.
- The use of plastics and polythene is strongly discouraged.
- The venue must be restored to its original condition after the event. Any damage done to the university property will be the liability of the organizing team.
- The use of liquor or drugs is strictly prohibited.

APPLICATION SUBMISSION PROCEDURE

- Duly completed applications must be submitted by the students or organizing committee to all relevant departments and administrative offices.
- Applications for event approval must be submitted at least two (02) weeks prior to the proposed event date.
- Requests for venue reservations must be made at least ten (10) days in advance.
- Requests for University transport must be submitted at least seven (07) days in advance (vehicle allocation is subject to availability).
- Applications for hostel accommodation for event participants (if applicable) must be submitted at least four (04) days prior to the event.

Request for Approval for Event, Transport, Venue, and Hostel Arrangements

I, _____ [Full Name of Student], Registration No. _____, on behalf of _____ [Name of Organization/Department], hereby request approval to organize the following event and related arrangements at the University of Colombo.

I undertake to abide by all by-laws, rules, and regulations of the University when organizing the event. I also understand that failure to comply with any of these regulations may result in the cancellation of the event and/or disciplinary action against the individuals or group responsible.

Signature.....

Date.....

PART 1 – APPROVAL FOR THE EVENT

Event Name:

Event Date(s):

Event Duration: From _____ To _____

Event Type: [Seminar / Workshop / Conference / Cultural Programme / Sports Event / Other]

Event Objective:

Expected Participants: 1st year, 2nd year, 3rd year, 4th year/All faculty/Faculties /external participants if any (Please specify)

Event Organizers:

1. Faculty 2. Department 3. Unit 4. Student Union

Points of Contact:

- Academic Member: _____

- Student Representative: _____

1.1 To be completed by the Dean /Head of the Department or Responsible staff at university:

- Recommended (Yes/No):
- Signature:
Date.....

1.2 To be completed by Senior Student Counsellor, University of Colombo:

- Recommended (Yes/No):
- Signature:
Date.....

PART 2 – APPROVAL FOR THE VENUE

Proposed Venue:

Date and Time:

Duration of Venue Usage:

2. To be completed by the Officer Responsible for Venue Reservation:

Venue Availability: Yes / No

Name & Designation:

Signature: _____ Date: _____

PART 3 – APPROVAL FOR TRANSPORT ARRANGEMENTS

Number of Passengers:

Number of Vehicles Requested:

Departure Point:

Departure Time:

Destination:

Return Time:

Reason for Requesting Transport:

3.1 To be completed by the Senior Student Counsellor:

Recommendation: Yes / No Signature: _____ Date: _____

3.2 To be completed by the Deputy Registrar / General Administration:

Vehicle Availability: Yes / No Signature: _____ Date: _____

PART 4 – APPROVAL FOR EARLY DEPARTURE OR LATE ARRIVAL AT HOSTEL

Hostel Name:

Departure Date and Time:

Arrival Date and Time:

Number of Hostellers Seeking Approval (Please attach name list):

4.To be completed by the Senior Assistant Registrar / Student & Staff Affairs:

Recommendation: Yes / No Signature: _____ Date: _____

APPROVAL /RECOMMENDATION OF THE REGISTRAR

Approval is granted / not granted for the proposed event ☐, venue ☐, transport ☐, and hostel accommodation ☐, until _____.

Approved/Recommended: Yes / No Signature: _____ Date: _____

APPROVAL OF THE VICE-CHANCELLOR

Approved: Yes / No Signature: _____ Date: _____