MOST URGENT

SOUTH DELHI MUNICIPAL CORPORATION
COMMUNITY SERVICES DEPARTMENT
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No. D-873 /CSD/SDMC/HQ/2017

Dated: 19/12/2017

Sub: Uploading of Guidelines, Rules of Booking of Community Halls of SDMC on med website.

Please find enclosed herewith the copy of guidelines and general terms & conditions for booking of Community Halls of SDMC and format of Application Form, format of Undertaking (07 papers).

A meeting of officers of SDMC was held on 14.12.2017 to explore the possibility for optimum utilization of Community Halls. The Committee recommended that the rules, regulations and procedure of booking of Community Halls along with Application Form, Undertaking etc. be uploaded on the official website of SDMC for the convenience of the general public.

It is requested to direct the concerned to upload the above said papers on the website of SDMC immediately under intimation to this office.

Director (IT)
SDMC
SOUTH DELHI MUNICIPAL CORPORATION
COMMUNITY SERVICES DEPARTMENT
DR. SHYAMA PRASAD MUKHARJEE CIVIC CENTRE
5th FLOOR, CIVIC CENTRE, J.L. NEHRU MAIDAN, NEW DELHI

No. D.872/CSD/3Q/SDMC/2017 Dated: 19/2/2017

CIRCULAR

Sub: Guidelines for booking of Community Halls of SDMC

(Including amendments & additions)

1. The Community Halls shall mean the space specified for the booking purpose by the department.

2. The Booking party shall mean a person or association of people who booked the Community Hall.

3. The booking of Community Halls shall be strictly made available on first-come-first serve basis. The booking can be done one year in advance. If the booking is made within 90 days prior to the date of function, normal booking rates will be charged. If booking is made much in advance i.e. 90 days to one year from the date of function, then the booking charges will be:
   (i) If made within 91-180 days in advance – Double of the booking charges.
   (ii) If made within 181-270 days in advance – Three times of the booking charges.
   (iii) If made within 271-365 days in advance – Four times of the booking charges.

There shall be no booking prior to one year of the date of function. The actual calculation of days will be based on system.

4. The Community Halls can be booked for following Events/Purpose:
   (i) Marriage functions
   (ii) Cultural/Sport programme
   (iii) Social meetings & social functions
   (iv) Religious functions
   (v) Other Govt. functions

5. The Community Halls cannot be booked for following events/purpose:
   (i) Political functions/meetings
   (ii) Stock purpose
   (iii) Commercial activities

6. Document required:
   (a) Application in prescribed Form.
   (b) Affidavit/ Undertaking on the Non-Judicial stamp paper of Rs.10/- attested by notary in the prescribed language.
   (c) ID Proof (includes PAN Card/ Voter’s ID Card/ Passport/ Driving License / Ration Card/ Aadhaar Card, electricity bill, water bill, landline telephone bill etc.).
   (d) Proof of Bank Account Number.
   (e) Photographs of Boy and Girl in case of marriage/nupial/reception party and photograph of applicant in case of other function.
   (f) Security Deposit in the shape of DD only in favour of “Commissioner, SDMC”.

7. The Community Hall can be booked for a maximum of 2 days by a single booking party. The department may ask the booking party to submit printed invitation card, if required.
8. Illegal Use of Community Hall without proper booking:
   (a) If booking party or any other person is found using Community Halls without proper authorized booking, he/she shall be liable to pay Penalty equal to 3 times of booking charges (for each day). Same penalty shall be applicable if the premises are used for duration in excess of that is booked. Same Penalty if tent is found to be occupying the premises without authorized booking.
   (b) Notwithstanding the penalty, the items, tents, furniture etc. placed in the premises shall be liable to be confiscated.
   (c) The SDMC officials shall be authorized to stop the function and get it vacated immediately and in FIR for criminal trespass shall be lodged against the violator as well as person conspiring.

9. The booking party shall be entitled for 100% refund of security deposit subject to following conditions:
   (a) Booking party has abided by all the terms & conditions of booking.
   (b) Booking party handover peaceful vacant possession of the Community Hall on completion of event & end of booking period.
   (c) The premises is properly handed over, and there is no damage to items and property including installations. There should be no loss to SDMC property.
   (d) The booking party has faithfully abided by the conditions of the booking, and has used for the purpose it was booked.
   (e) Booking party has not transferred the booking to any other person nor has sublet the premises to any other person for use.
   (f) All the tents, installations, furniture, lighting, audio/ video equipments etc. used for the ceremony are removed from the premises.
   (g) The waste generated during the ceremony is properly managed and disposed off by the booking party and there is no littering in or around the premises.
   (h) Toilets/ drains etc. are taken care of by the booking party and no water-logging / spillage/ clogging condition is caused in or around the premises.
   (i) That the booking party has not done any violation in respect of noise pollution such as playing of DJ, music beyond the permissible limit within the boundary of Community Hall.

Failure to abide by the above conditions shall lead to forfeiture of security deposit.

10. For AC Community Halls:
   a) AC facility will be provided during the main function only.
   b) If booking party books the Community Hall well in advance but in the event, there is a sudden breakdown of AC plant beyond the control of department, in that case the booking party will have to use the Community Hall without AC facility.

11. Procedure for Security Deposit Refund:
   (a) The application alongwith G.S Receipt in original issued at the time of booking needs to be submitted in the Office of the Zonal Asmt. Director, CSD.
   (b) The security deposit will be refunded only after the event is over on production of no damage certificate from Incharge/Chowkidar of the Community Hall (not applicable in case of cancellation of booking).
   (c) In case of damage the booking party either get it repaired or the security deposit will be forfeited (not applicable in case of cancellation of booking).
   (d) The amount deposited by the booking party towards security deposit will be refunded by the Zonal Assistant Director, CSD of the concerned Zone within 7 days of the function.

12. The SDMC will book the Community Hall to the booking party for a specific period and purpose.
13. No Tents/Walls and or professional ceremony organizer shall be eligible to book the hall. The booking party needs to book personally and not through any agent/event organizer.

14. The onus of giving the vacant possession of the site to SDMC after the function lies on the booking party. In case, this is violated, the booking party is liable to face appropriate strict penal action. The general public may be requested not to erect any structure within the premises of the Community Hall(s) which may not be dismantled within the period of booking otherwise they may be penalized along with the cost of removal of such structure.

15. In case of confirmation of booking the check in time will be 8.00 AM of the date of commencement of booking and check out time will be 8.00 AM on the next day of the last booking date.

16. Free booking for Condonence Meeting/Raisam Pagri for 3 hours only

The booking would be given free of charges in case of condolence meeting subject to submission of ID Proof and the receipt of cremation at the Zonal CSB Centre in which one the Community Hall falls. This facility is available within 15 days from the date of death and one time only. In case of AC Community Hall also free booking for Condonence Meeting/Raisam Pagri will be given for 3 hours only.

Documents required:
   a) Application
   b) Copy of receipt of cremation
   c) Residential Proof of the applicant.

17. Concessional booking:

(a) Free booking of Community Halls would be given to Permanent and Retired Employees of all three Corporations. In case of AC Community Halls, they will have to pay 50% of booking cost. The booking would be given for one day for Birthday/Marriage/Reception of their son/daughter or self on production of photocopy of ID-Card of employee attested by DDO/HOD; if ID Card not issued photocopy of Appointment letter/copy of Pension book in case of retired Municipal Employees. Any misrepresentation in such booking shall be considered misconduct, and the employee is liable to invoke disciplinary proceedings for the same. The sanitation charges and T.L.F. will be applicable as per existing rates.

(b) Relaxation of 100% of normal booking charges (including ‘A’ Category and AC Community Halls) would be given to those widows who’s case for financial assistance has been recommended by the DC concerned for their daughter’s marriage and orphan girl’s marriage under the jurisdiction of SDMC. Only one day booking will be allowed. No invitation card should be asked from the booking party at the time of application for Financial Assistance. However, once the booking of Community Hall is confirmed, the invitation card should be submitted by the parties, before receiving Financial Assistance. The sanitation charges and T.L.F. will be applicable as per existing rates.

(c) The booking charges for short duration functions i.e. the function for which the booking is made for less than 3 hours only, the booking charges including security deposit shall be @ 50% of the rates fixed. The booking party has to mention timings on application which shall be applicable. The sanitation charges and T.L.F. will be applicable as per existing rates.

(d) The Community Halls be provided free of cost to the Govt. Organizations for government work subject to availability of the Community Hall.

(e) The Community Halls be provided to the zonal R.W.C. for its meetings for 02 hours only once in 03 months with the prior approval of the Zonal Dy. Commissioner, subject to availability of Community Hall. The approval of DC should not be before 07 days of the meeting date.
(i) Free booking once in every month to registered RWA’s for their meeting. In case of AC Community Halls, the Community Hall will be provided without AC facility. The application shall be accepted only before 97 days from the event date subject to availability of the booking.

18. **Free booking for religious functions:**

   a) The Community Hall be provided to Religious Registered Associations/Society registered under Section XXI of the Societies Registration Act, 1860 free of charges for days required by them. The AC Community Halls also be provided for the same without AC facility. If AC is used, the booking party shall pay the AC charges.

   b) Purposes allowed: any religious/prayer programme.

   c) The Sanitation charges and TLF will be applicable as per existing rates.

   All types of free bookings (except MCD employees) shall be done at Zonal Level with the prior approval of concerned DC.

19. **Process of cancellation of bookings:**

   The cancellation of booking can be done with the approval of concerned Dy. Commissioner. After that it can be cancelled from the CSB where the booking was made. In case of the booking cancelled before 65 days of the event date, 50% booking rent shall be refunded. However, 100% booking charges will be refunded in case of booking is cancelled due to death of family member of the booking party & booking cancelled by the department due to Elections.

**Disbursement:**

1. All Dy. Commissioners of the zones
2. AO/AS of the Zones
3. All COs of the zones
4. Office copy.

Director, CSD
South Delhi Municipal Corporation
COMMUNITY SERVICES DEPARTMENT, SDMC

General Terms and Conditions for booking/users:

(a) The booking party will be responsible for maintenance of Law and Order, Security arrangement, Traffic Control, Parking of Vehicles outside the premises during the function at its own cost.
(b) The booking party shall take all possible measures for maintenance and preserving of green. Also, the recreational and aesthetic use of the premises shall also be preserved.
(c) No plants, infrastructure, fittings & fixtures, doors, windows, lights etc. shall damaged.
(d) No Steps, teelazaras, or commercial activity shall be carried out in the premises, except when specifically permitted.
(e) Booking party shall obtain NOC from Police and Fire Service, whenever required.
(f) The use of loud speaking/D.J. would not be allowed outside the Community Hall and as per the direction of Supreme Court of India.
(g) The booking party may apply for temporary electric connection separately. Security shall be forfeited in case of pilferage of electricity.
(h) Generators would be allowed only if they were soundless/non-polluting and would be placed at unmarked location.
(i) Elimination on the trees and hedge shall not be allowed.
(j) The booking party should inform about damage to the Municipal property if any before departure/check out.
(k) The booking party shall not be allowed to keep their articles in the premises before check in.
(l) Day to day cleaning and maintenance of hygiene during the booking period will be the responsibility of booking party.
(m) Painting or posters in the premises as well as on boundary walls of the Community Hall, is strictly prohibited.
(n) The stage properties should be fire proof. No open fire will be allowed in the building (except outdoor kitchen).
(o) No fire arms/weapons and Crackers will be allowed within the premises of the Community Hall and all fire safety measures will be adopted by the booking party.
(p) Booking is neither transferrable nor changeable.
(q) SDMC will not be responsible for any damage/loss due to Natural Calamities.
(r) If any booking is found fictitious or fraudulent, it will be cancelled forthwith and full user charges and tile security amount will be forfeited.
(s) Digging of holes in the cemented portion for fixing poles for pitching of tent etc. is not allowed. The damage caused due to Breaking of tiles, Breaking of Windowpanes, Theft/Loans/Break of fittings and fixtures, any spoilage of white wares, tiles, flower pots etc., noticed during the function is liable to be adjusted/recovered from the amount of Security deposit.
(t) Cooking/Warming of food is allowed only at earmarked cooking space and potable water for cooking and drinking water will be arranged by the booking party.
(u) Packing arrangement will be made by the booking party at their own risk and cost.
(v) South Delhi Municipal Corporation will not be liable for any loss, if the booking party did not use the Community Hall due to failure of electricity, fire, strike, earthquake or any other way of act of war or act of God.
(w) The Community Services Department reserves the right to cancel any type of booking of Community Hall without assigning any reason at any time. 100% booking charges will be refunded.
(x) In case of polling station is set-up/other election work for General Election to Lok Sabha, Delhi Assembly, Corporation Election the booking of the Community Hall will be deemed cancelled without any prior intimation & 100% booking charges shall be refundable.
(y) In cases of any dispute of booking, the decision of the Director (CSD)/SDMC shall be final.
(z) In case of legal dispute, Delhi Courts will have the jurisdiction.


Cooking and serving of non-veg food and drinking of liquor is prohibited in the Community Hall, Mahavir Vatika (Daya Garg). In case of violation, the Security deposits shall be forfeited as per past practice. (vide circular no. D-54/CSD/HQ/SDMC/2016 dated 13.04.2016).

Director, CSD
UNDERTAKING

I, (Name), do hereby solemnly affirm and declare as under:

1. That I have applied for the allotment of Community Hall situated at (Address) for holding the marriage/reception/engagement/rundown function etc. of my son/daughter/brother/sister etc.
2. That I will use generator as per guidelines of Environment Department, Govt. of India.
3. That I will not use D/W/disperser at the above premises between 10:00 P.M. and 6:00 A.M.
4. That I will not use the trees for any kind of lighting or any other purpose.
5. That I will not make any injury to the plants and trees in the above said Community Hall.
6. That after the function is over on particular day, all solid waste shall be collected, are thoroughly swept/cleaned and water disposed of to the nearest Municipal Dung/Disposal, and the Community will be cleared all sorts of solid waste etc.
7. That the possible water will be provided by us at the time of function.
8. That the necessary health measures will be adopted by us during the time of function.
9. That all fire safety measures will be adopted by us during the time of function.
10. That the instructions issued vide Circular No.F.61/DFS/MS/96/145 dated 30/11/1996 regarding fire safety measures will be followed by us.
11. If there is any violation of the undertaking I shall be wholly responsible and be liable for forfeit security deposit and legal action if any.

VERIFICATION:

Verified at New Delhi on this (Date), Day of (Month), that the contents of this affidavit are true and correct to the best of my knowledge and belief.

DEponent

Note: Attested from Notary.