



**AWOVARSIY COOPERATIVE INVESTMENT AND CREDIT SOCIETY LIMITED  
OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE, NIGERIA.**

**APPLICATION FORM FOR THE USE OF AWOVARSIY MULTIPURPOSE HALL**

Date:.....

Name of Organization/Individual \_\_\_\_\_

Contact Address {not P.O. Box}: \_\_\_\_\_

Phone number: \_\_\_\_\_ Date(s) of Usage \_\_\_\_\_

Type of Hall: Main Hall  Lower Hall

Purpose: Reception  Engagement  Dinner/Seminar/Fellowship  Meeting

Time: Day 8:00am – 12:00pm  1:00pm – 6:00pm  Night 10:00pm – 5:00am

Amount paid for the use of Hall \_\_\_\_\_

Amount paid for Damages (Refundable) \_\_\_\_\_

Amount paid for Administrative and Maintenance Charge \_\_\_\_\_

Amount Paid for Diesel the use of Generator (Refundable) \_\_\_\_\_

Amount paid for the use of projector \_\_\_\_\_

Amount paid for the use of ladder \_\_\_\_\_

Bank/Tell number \_\_\_\_\_

**Conditions/Terms of Usage**

- a. All students' Associations/Clubs/Fellowships are required to obtain official permission from the Directorate of Student Affairs of the University before using facilities.
- b. Cancellation of booking must be made a least a week before the booked day, else, it will attract a fine of 10% of the booking money.
- c. Putting Canopy, Chairs and Tables at the packing space infront of the Hall attract the sum of ₦ 25,000.00
- d. Damages to Projector, Flowers, Chairs and Tables and other facilities will attract the current market price of the items
- e. Failure to keep to booking time frame will attract 50% of the booking money.
- f. Cooking or Dumping of refuse within or outside the Hall premises is totally prohibited.
- g. The environment should be kept clean as messing up of the environment will attract fine.
- h. Amount paid for damages is refundable after the usage of the Hall provided there is no Damage.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**FOR OFFICIAL USE**

Amount Charged \_\_\_\_\_ Rebate (Awovarsity Member Only) \_\_\_\_\_

Approved by \_\_\_\_\_

Authorized by \_\_\_\_\_