

## **Guidelines for use of front Lawn**

The front lawn of the Seth GS Medical College is maintained by Diamond Jubilee Society Trust. Programmes on this lawn are allowed with prior permission and booking for the same is done in the office of the trust (1<sup>st</sup> floor, college building).

### **The guidelines for the organizers of the programme**

1. To make application for the use of the lawns for the program duly approved by the Dean. Application should specify the date, timing and details of the program.
2. Digging, cooking and erection of pandals are strictly prohibited on the lawn.
3. Only movable food counters, chairs and tables are permitted for use.
4. Name, address & contact number of the caterer (and also of subcontractors) should be registered at the DJST office.
4. It was proposed that the charges can be as follows:
  1. Booking by the staff of KEM hospital for programmes with no sponsorship: Only a deposit of Rs. 2000/- should be collected.
  2. Booking by the staff of KEM hospital for programmes having sponsorship : Deposit of Rs. 2,000/- and lawn charges Rs. 1,000/- for half day and Rs 2000/- for full day programme
  3. Booking for the programmes of the Societies not affiliated to the institution: Deposit of Rs. 5,000/- & lawn charges of Rs. 2,500/-for half day and Rs 5000/- for full day programme.
  4. A refundable deposit of Rs. 2,000/- to be paid. Refund should be claimed after the programme is over. The damage charges would be recovered from the deposit in case of any damage having occurred to the lawn area.

The following instructions are for the caterers selected for the programme. They should sign an undertaking. This undertaking should include that they shall observe all the instruction and failure to do so would entail paying fine.

### **Instructions to be observed by the caterers**

1. Only the place behind the water tank is permitted for cooking. However, it should be kept dry. It should be cleaned before leaving the premises at the end of the service.
2. No cooking is permitted on the grass. Burning of grass/ shrubs or leaves for fire is strictly prohibited.

3. No washing is permitted. If dishes and /or utensils are to be washed, large container/bucket/drum is to be used. The dirty water is to be disposed off in a gutter.
4. No left overs should be thrown on the lawn or beneath the tress. If found, they should be collected in a container for appropriate disposal.
5. The caterers should make arrangement to get all plastic glasses/spoon/dishes/papers collected before leaving the premises.
6. Before leaving, the caterers should obtain certificate from the Time Keeper on duty regarding cleanliness maintenance. If the programme is in the evening, certification will be done next day morning. Without such clearance bills will not be paid.