



APPLICATION FORM FOR HIRE OF FITI FACILITIES

APPLICANTS DETAILS

Organization/Agency :

Full Address :

eMail ID :

Contact Details :

Name: _____ Mobile/Phone: _____

Purpose :

Date: From _____ To _____ Duration (week/day/hr.) : _____

TYPES OF FACILITIES REQUIRED, KINDLY TICK (√)

Auditorium Board Room Video Conference Hall
 Training Hall i. 25 Seaters ii. 70 Seaters Computer Lab

ADDED SERVICES, KINDLY TICK (√)

Projector & Screen White Board with Flipchart Holder
 Sound System Internet Connectivity

Specify any other requirements:



FITI FACILITIES BOOKING GUIDELINES, PROCEDURES AND CONDITIONS

1. BOOKING

All booking applications must be in writing using pre-formatted application form either provided or downloaded from FITI website. Whoever i.e. Head of an Organization/ Agency or concerned Official signing the form will be considered as Hirer agreeing to full responsibility of the facilities/ services being availed.

2. KEYS/ CARD

Smart Card or Key of rented facilities or space may be collected from the Administration by arrangement in advance of the booking date. The keys must be returned immediately after the end of the hiring upon satisfying the conditions of rented spaces.

3. SECURITY DEPOSIT

The tenant renting or hiring either training facilities or office space for long term basis will be required to deposit two months rental fees/ charges in advance as security deposit. This deposit will be returned upon completion of renting period after adjusting the likely expenses amount to rectify damaged properties (if any) incurred during hiring period.

4. SUPERVISION AND RESPONSIBILITY

The Hirer will shoulder full responsibility for supervision of the properties from any damages and maintain reasonable behavior of all persons using the facilities within and outside the building premises so as to maintain decorum and avoid unpleasant incidences.

5. COMPLETION OF HIRE

At the end of hiring period the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, all doors and windows locked and secured, and any items temporarily removed from their usual position properly put back to its original place unless directed by authorized representative of FITI. Should this not be complied with, FITI reserves the right to make an additional charge, which may be deducted from the security deposit to meet any additional costs incurred.

6. PARKING

The FITI Parking Lot is an added service to all FITI's clients and will ensure dedicated parking for the duration of their engagement. However, FITI reserves the right to ask the client for removable or prevent from parking for reasons beyond FITI's control.



7. EXCLUSIONS

The Hirer shall not use the leased/ rented facilities/ space for any purposes (sublet, unlawful activities etc.) other than the ones detailed in the Lease Agreement or Pre-formatted application Form to avoid any mishaps or endanger others.

8. ALCOHOL

No beverages of alcohol kind allowed in the FITI Building. Should the Hirer wish to bring drinks into the premises for official consumption, a written request notice must be submitted at the time of booking for clearance.

9. SMOKING & DOMA

Chewing The FITI Building is a Smoke Free Zone. If caught smoking inside, as well outside of the office space, FITI will not pay the penalty enforced as an institution by concerned regulator but will make the smoker caught smoking pay.

FITI Building is installed with a Smoker Detector System.

All staffs, clients and visitors should refrain from eating doma and strictly use waste bin to spit and throw doma waste. All should refrain from spattering doma spits and smearing lime on the walls.

10. MUSIC & DANCE

Any Hirer who intends to play music or have a live band along with dancing agrees to inform the Financial Institution Training Institute in writing at the time of booking and abide by the conditions imposed.

11. EMERGENCIES:

In an anticipation of any emergency it is the Hirer's responsibility to ensure that he/ she knows the location of fire exit leading to fire exit staircase, location of fire extinguishers and the nearest hospital.

12. DAMAGE

The Hirer shall indemnify FITI for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, occurred during the lease period.

13. The Hirer shall not temper and handle in any way with the electrical or smoker detector switchboard, electricity or gas fittings, meter fittings or fixtures within the premises.



14. It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other related equipment.

15. CANCELLATION

If the Hirer wishes to cancel the booking at the last minute before the date of an event the question of the payment or the repayment of the fee shall be in the discretion of FITI.

16. Even if the Hirer has a regular booking for the hire of the premises FITI reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced.

17. ACCESS

The Security Personnel of FITI Building will allow only personnel or participants access the premises identified or as per the list furnished by the Hirer in advance.

I, being the duly authorized representative of the applicant in endorsing this application accept full responsibility for the above booking and will ensure compliance with the Booking Guidelines and Procedures and Conditions of Hire.

Signature..... Date