

The 22nd December, 2008.

No. MAC.24/92/103.—The Government of Meghalaya hereby makes the following rules for allotment of Auditorium/Seminar Room/Premises of the State Central Library, Meghalaya, Shillong.

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| 1. Short title and Commencement. | (1) These rules may be called the Allotment of Auditorium /Seminar Room/ Premises of the State Central Library, Meghalaya, Shillong Rules, 2008. |
| | (2) They shall come into force on the date of their publication in the Official Gazette. |
| 2. Purpose for usage of Auditorium / Seminar Room/ Premises in order of priority. | (1) The Auditorium, Seminar room and the Premises of the State Central Library are primarily meant for the use of the Government, for Functions and Seminars, etc., organized by the Government |
| | (2) Non-Governmental Agencies may be permitted to the Auditorium, Seminar Room and the Premises of the State Central Library for the following purposes :- |
| | (a) Cultural functions like musical, dramatic and other performances. |
| | (b) Meetings, Conferences, Seminars, Debates, Quizes, etc. |
| | (c) Any kind of stage performance not covered by Sub-Rule (2) (a) and (2) (b) of Rule 2 above |
| | (3) Political parties may be allowed to use the Auditorium / Seminar Room/ Premises for holding Meetings, Seminars, etc. with the following instructions :- |
| | (a) Meeting/Seminar not against the Election Code of Conduct. |
| | (b) No Election Campaign. |
| | (c) No Programme of demonstration/agitation against the State/Central Government. |
| | (d) No Programme will arouse public sentiments. |
| | (e) Rent/Security Deposit will be applicabe as per rate for category "G" provided in Rule 4 below |
| | (4) The Auditorium, Seminar Room and Premises may be permitted to use by the following types of agencies in order of priority as mentioned below :- |
| | A The Government of Meghalaya. |
| | B Any Department or agency of the Government of India |
| | C The North Eastern Council and North Eastern Hills University |
| | D Any undertaking of the Government of Meghalaya. |
| | E Educational Institution. |
| | F Registered Cultural Organizations and Groups |
| | G Other Voluntary/Cultural or Social Organizations and Groups. |
| | H Reputed Companies or Commercial Organization holding commercial shows/ events. |

3. Procedure for allotment.

- (1) Application for allotment of Auditorium / Seminar room / Premises shall be made in prescribed form obtainable from the Office of the Librarian, State Central Library, Shillong, during office hours on payment of Rs 20/- (Rupees twenty) only. Form duly filled in will have to be submitted to the same office.
- (2) For categories A B C and D under Rule 2(4) allotment of Auditorium/ Seminar Room/Premises will be made by the Librarian, on first come first serve basis, depending upon the availability of the Auditorium / Seminar Room.
- (3) For other categories under Rule 2(4) the orders of the Director, Arts and Culture would be obtained by the Librarian, State Central Library.
- (4) The party may be informed within the period of 3 (three) days regarding the availability of the Auditorium / Seminar Room / Premises.
- (5) On being informed of the availability and eligibility, the party concerned will have to deposit in advance the charges including Security Deposit in cash in the Office of the Librarian, State Central Library, Shillong within 3(three) days of such intimation. Rent once paid shall not be refunded on any ground whether the party concerned actually used the Auditorium/Seminar room/ Premises or not. Provided, that the Librarian may in his/her discretion relax this period on request by the party, but the payment must be made latest by the last working day preceding the date of allotment.
- (6) The Director of Arts and Culture may direct the party at any time to produce the permission of the Deputy Commissioner, East Khasi Hills before considering allotment of Auditorium/Seminar Room/Premises.
- (7) Allotment of Auditorium/Seminar Room / Premises will be subject to observation of the following rules and conditions for which the party to whom allotment has been made shall be fully responsible.
 - (a) Smoking / alcoholic drinks / gambling are strictly prohibited inside the Auditorium / Seminar Room and around the compound of the State Central Library, Shillong.
 - (b) No item of refreshment, food or beverages shall be served inside the Auditorium / Seminar Room / Premises unless prior permission has been obtained while submitting application for the Auditorium / Seminar Room / Premises.
 - (c) As the Auditorium/Seminar Room / Premises is made primarily for the use of the Government, all allotments to Non-Governmental Organizations shall be subject to cancellation without assigning any reasons thereof. No compensation will be admissible for such cancellation.
 - (d) The use of Auditorium / Seminar Room / Premises will be permitted from 8 A M on the date of allotment and the same should be handed over to the Library staff immediately after the function.
 - (e) All equipments brought for use should be removed immediately after the function and latest by 8 A M on the following day before the next party takes over.
 - (f) The allotted party shall provide security arrangement at their own expenses to ensure uninterrupted programme and to protect the public properties.
 - (g) No furniture or fixture shall be shifted, removed or made use of in any fashion except as required for careful normal use.

- (h) The Auditorium / Seminar Room / Premises shall not be used by any other party other than the party to whom it has been allotted.
- (i) Any one found violating these provisions will be prosecuted as per law and will entail penalties like cancellation of allotment instantly including black listing for future allotment, forfeiture of Security Deposits etc
4. Charges for use of Auditorium/ Seminar Room / Premises by different categories specified in Rule 2(4).
- 1) Charges for use of auditorium are as detailed below :-
- (a) Rent :-
- | | | |
|------------------------------|---|----------------------|
| (i) Categories A, B, C and E | - | Rs 1,000/- per day |
| (ii) Category D | - | Rs 1,000/- per day |
| (iii) Categories F and G | - | Rs 5,000/- per day |
| (iv) Categories H | - | Rs. 10,000/- per day |
- (b) Security Deposits (refundable) :-
- | | | |
|--------------------------------|---|-------------|
| (i) Category A | - | NIL |
| (ii) Categories B, C, D, and E | - | Rs 2,000/- |
| (iii) Categories F, G and H | - | Rs 10,000/- |
- 2) Charges for use of Seminar Room are as detailed below :-
- (a) Rent :-
- | | | |
|------------------------------|---|--------------------|
| (i) Categories A, B, C and D | - | Rs 500/- per day |
| (ii) Categories E and F | - | Rs 1,000/- per day |
| (iii) Categories G and H | - | Rs 1,000/- per day |
- b) Security Deposits (refundable) :-
- | | | |
|--------------------------------|---|------------|
| (i) Category A | - | NIL |
| (ii) Categories B, C and D | - | Rs 2,000/- |
| (iii) Categories E, F, G and H | - | Rs 2,000/- |
- 3) Charges for use of Premises are as detailed below :-
- (a) Rent :-
- | | | |
|-------------------------------|---|--------------------|
| (i) Categories A, B, C, and E | - | Rs 500/- per day |
| (ii) Categories D, F, G and H | - | Rs 1,000/- per day |
- b) Security Deposits (refundable) :-
- | | | |
|------------------------|---|----------|
| (i) For all Categories | - | Rs 500/- |
|------------------------|---|----------|
5. Refund/forfeiture of Security Deposits.
- 1) Security Deposits will be refunded only on proper verification and satisfaction of the authority concerned. Any damage to the furnitures, fixtures, building etc. the amount equivalent to the damage will be deducted from the Security Deposit. If the amount of damage is more than the amount of Security Deposit the Security Deposit will stand forfeited and the hiring organization will require to pay the balance amount.
- (2) The extent of damage shall be determined by the Librarian, as per damage rate assessed with the assistance of the concerned authority including the Executive Engineer, P.W.D. (R&B) whenever necessary.

- (3) The Librarian will release the Security Deposit on being fully satisfied that no dues are outstanding against the Applicant. The refund would be made any time thereafter on a working day during office hours subject to settlement mentioned above.
6. Inspection. The Librarian or any other person authorized by the Department shall be allowed to enter the Auditorium/ Seminar Room at any time during the function for the purpose of inspection.
7. Cancellation. If cancellation is done by the Government under Sub-Rule and (I) of Rule 3 (7), Security Deposits would be refunded subject to conditions laid down in Rule 5.
8. Exemption. In any exceptional circumstances the Commissioner or Secretary, Director Arts and Culture, Meghalaya at his discretion exempt any Charitable Organization from payment of whole part of the charges laid down in Rule 4 keeping in view the purpose for which the Auditorium/Seminar Room/Premises are required.
9. Repeal. The Rules for allotment of Auditorium/Seminar Room of the State Central Library, Meghalaya, Shillong 1990 are hereby repealed.

P. W. INGTY,
Commissioner and Secretary to the Govt. of Meghalaya
Arts and Culture Department.