

Standard Operating Procedures (SOPs)

Room Booking Requests for Club/Society Meetings/Auditions

- ALL room bookings (Auditoriums, Event Hall, Classrooms, etc) for club/society meetings, auditions, or practice will be sent DIRECTLY to the PROGRAM OFFICE at PO@iba.edu.pk.
- Breakout rooms request will be sent to Building Incharges.
- Each society/club is allowed to reserve only one breakout/society office room **for up to two days per week**.
- **Breakout rooms will not be reserved for more than 4 hours per day for any club/society.**
- Please choose dates, days, and timings either from 9:00am - 1:00pm or 1:00pm - 5:00pm.
- NO email will be accepted without the Patron and OSS being cced in ALL these emails.
- All Venue Booking Requests are to be made **AT LEAST THREE (3) WEEKDAYS (Monday – Friday)** prior to the meeting/practice/audition date.
- **Only when the PO confirms with the room booking via email can you plan further.**
- **Any emails that you send on the weekend and public holidays will be responded to on the next working day.**

Breakout Room, Auditoriums, Event Hall, Classrooms Guidelines

- **No tea, Juices, food, or eating is allowed** inside the Breakout Rooms, Auditoriums, Event Hall, Classrooms etc
- **Bookings are non-transferable.** The room may only be used by the Department /Society for whom the booking was made.
- The room must be used **only during the approved booking time** and for the activity stated at the time of booking.
- **Repeated no-shows or misuse of the room** will result in suspension of future booking privileges.
- Please ensure the room is kept clean and properly arranged after use.
- After using the Breakout Room, please return the key to the office or inform the office immediately so that the room can be locked.
- Please ensure that the Security team, OSSIE, and the Building In-Charge can monitor you through the cameras.

Please also note that in case the Program Office receives a room booking request for academic purposes and no other room is available for the given time slot, your reservation for society meeting, practice, or audition etc (except the actual event) will either be cancelled or moved to an alternative space, as per availability, and you will be informed in advance.

Please note: Venue bookings for events will be processed through the Online Event Management System, as before.

Please ensure that the SOPs are followed strictly – no rooms will be booked if SOPs are not followed.