

Shri. S S Ganesh Auditorium Usage SOP

This facility provides the School & Junior college with a 1000-seater, auditorium. It is used for very popular annual events, conferences, drama and debating events, visiting speakers, meetings and TEDx like events. The auditorium is built keeping in view the modern requirements. It provides right ambience and environment for presentations, gatherings to conduct various events.

The Auditorium, or the MPH (Multi-Purpose Hall) is meant to be more than just a space for getting together to perform shows or functions. It is meant to serve as the veritable soul of the institution. A space where students play indoor games, catch up with their friends in the break time, have arcane arguments, intellectual debates or just plain exchange of enjoyable banter. This venue will act as the area for students to have sessions of drop everything and read or just get together and jam.

The purpose of the auditorium is to enhance the quality of education. It provides many opportunities for our students and staff to exhibit their innate talents in various horizons.

Shri. S S Ganesh Auditorium is situated amidst lush green campus of PSSEMR School and Junior college at Shivagangotri, Tholahunse, Davangere-577007. It is at a sight distance from Davangere University campus.

Policies and Procedures

Policy Statement

Shri. S S Ganesh Auditorium is a 1000 seat multi-purpose Event/lecture hall that is available to the PSSEMR School and Junior college community for events on weekday evenings and weekends.

Please review all policies and procedures prior to booking an event. Any questions or concerns about any of the policies and procedures below can be addressed by contacting our auditorium manager at ssgauditorium@pssemrschool.com

SOP for use of the Auditorium

No tape, paint, sticky substances, etc. that would alter the appearance of the auditorium are to be used anywhere in the auditorium.

All equipment and props must be approved by PSSEMRS & JC Event Management team prior to its use.

Use of the green room is limited to individuals who are part of the production.

The green room must be left in its original condition. Any items left in the green room once the reservation period is over will be recycled or donated to charity.

PSSEMRS & JC Event Management personnel only are permitted to operate the auditorium's A/V and computer systems. Absolutely no one may operate the console except the Auditorium personnel.

Burning anything of any kind is not permitted in Shri. S S Ganesh Auditorium.

Your team will be wholly responsible for any damage caused by your group to the auditorium, its equipment, etc. during your organization's use of the auditorium.

Presenters are encouraged to come 10-15 minutes prior to the event start time to work with AV staff to prepare any computer presentations or microphone setups. If the presenter is bringing their own laptop/device to present from, please contact PSSEMRS & JC Event management team directly to make sure it is compatible with our system.

Conduct in the Auditorium

The following rules need to be strictly followed by the students:
(before/after/during any event)

The students should neither fiddle nor touch the fixtures of the auditorium. If required, the concerned staff of the auditorium can be contacted for help.

As and when required, the students should move to the auditorium in an orderly fashion and get seated at their allocated areas.

They should continue to sit in the auditorium quietly and listen attentively till the end of the programme. They must express their applause for any item in decent gesture. They should stay in their seats, unless otherwise directed.

Carrying any food material including water, chocolates etc. to the auditorium is strictly prohibited (applicable on the parents too).

For rehearsal or any other programme, the students should enter the auditorium along with their in-charge teacher(s) only.

On all the main function days, nobody should enter into the auditorium without Invitation/Pass which is non-transferable. The pass is meant for Parents/Grand Parents/ brothers and sisters of the students; but not for friends, relatives.

No food or drinks permitted in Shri. S S Ganesh Auditorium. Audience members may bring in water only in cans or bottled. Water only may be provided for speakers/performers on stage. Water may not be placed on the lectern. Any food or drink brought should be consumed in the green room only. Use dustbins to through any waste material.

For the safety and consideration of others, there is no climbing over or placing of feet on the seats.

Lift is used under strict supervision of technician and doors of the event hall must remain clear at all times. All videotaping, photography, etc must be done from designated areas.

Dean, PSSEMRS & JC reserve the right to remove anyone in gross violation of the safety rules or engaged in disruptive conduct.



**SMT. PARVATHAMMA SHAMANUR SHIVASHANKARAPPA ENGLISH
MEDIUM RESIDENTIAL SCHOOL & JUNIOR COLLEGE**

Shivagangotri, Tholahunse, Davangere – 577007

SS Ganesh Auditorium

Reservation Form

Your Information

Team Name/Grade:

E-mail *:.....

In-charge Full Name *:.....

Event Information:.....

Event Date:.....

Event Start Time:.....

Event End Time:.....

Name of the Function:.....

Expected Attendance:.....

Host Team/Class:.....

Do you plan to use volunteers?

Yes

No

Audio/Visual Needs:.....

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For any assistance:

Event Contact Details: Activity Co-ordinator

Event Contact Team: PSSEMRS&JC Event management team

Event Contact E-mail: ssgauditorium@pssemrschool.com

