

SOPs for Allocation of the Allama Iqbal and Quaid-e-Azam Auditoriums to non-IIUI Parties

1. Eligibility Criteria

- Only reputable organisations including educational institutions, government agencies, registered non-profits, research centers, and corporate entities with credible industry affiliations, regulatory compliance, and a proven record of ethical and professional conduct may apply.
- Events of a political or religious nature that do not align with the university's policies and institutional values require explicit approval from the university administration.

2. Approval Process

- Applications must be submitted at least 15 days prior to the event and the given proforma should be filled and sent Inhcharge.protocol@iiu.edu.pk.
- The university reserves the right to verify the event's nature, speakers, and attendees.
- The university also reserves the right to withdraw its permission in case the hiring parties violate the university policies, procedures and interests.
- If the hiring party is collaborating with IIUI students, the following additional approvals are required:
 - Written approval from the parent department of the involved students.
 - Clearance from the Students' Advisor.
 - Approval from the Vice President (Research & Enterprise)
 - Clearance from the Security Office
 - Final permission from the Vice President (Administration and Finance) to be then routed to P&PR

3. Restrictions

- Content and discussions of the events must align with the university's core values.
- No activities that could compromise the university's reputation are allowed.
- No food items will be allowed within the auditorium.

4. Security Measures

- The hiring party must provide a list of attendees, speakers, and event staff.

- Security clearance from the relevant university department is mandatory.
- The university reserves the right to cancel or postpone any event, even at the last minute, in consideration of security advisories or other unavoidable circumstances.

5. Financial Terms

- Payment must be made in advance.
- A refundable security deposit will be collected to cover any damages, violations, or cleaning costs incurred at the venue. The deposit will only be refunded upon approval from the Director of Administration and the In-Charge of Protocol and Public Relations (P&PR).
- Payments must be deposited in the following official account:
Bank Alfalah Account No. 59635002471381 or IBAN: PK09ALFH5963005002471381

PROFORMA FOR AUDITORIUM ALLOCATION

[To Be Filled by Hiring Party]

1. Name of Organization/Institution: _____
2. Contact Person: _____
3. Address: _____

4. Purpose of Event: _____
_____ at (Allama Iqbal/ Quaid e
Azam Auditorium)
5. Proposed Date & Time: _____
6. Expected Number of Attendees: _____
7. List of Speakers/Performers (Attach details): _____
8. Will any media coverage take place? [Yes/No] _____
9. Undertaking:
 - We confirm that the event will comply with IIUI's policies and not harm its reputation.
 - Signature: _____ Date: _____