

**General Sir John Kotelawala Defence University**  
**Faculty of Graduate Studies**  
**Kandawala Estate**  
**RATMALANA**

Telephone : +94 113041447,  
+94 112632130  
Fax : +94 112632419  
Email : fgs@kdu.ac.lk

**APPLICATION FORM FOR THE RESERVATIONS OF THE CLASS ROOM**

Name and address of the Applicant :- .....

Telephone Number Land : ..... Mobile : .....

E-mail : .....

Details of Event / Function: .....

**Details of Booking**

Type of Reservation	Month	Date /s	Requirement			Required number/s	Time	
			Small Class	Big Class	Exam Hall		Form	To

Signature .....

Date .....

**Office use only**

Total Cost : Rs.....

Recommended/Not Recommended

Recommended/Not Recommended

.....

.....

SO II (A), Faculty of Graduate Studies

Dean, Faculty of Graduate Studies

Date / /2024

Date / /2024

Approved /Not Approved

.....

DVC (Defence & Admin)

Date / /2024

1. **Classes.**

- a. **Capacity.**  
Big Class room (50 Students)  
No of Classes: 04  
Small Class room (30 Students)  
No of Classes: 06
- b. **Package Include.**
- Cushion Chairs with Foldable flap.
  - 1 x E-board.
  - 1 x Podium.
  - 1 x Multimedia
  - A/C.
  - Wi-Fi facility.
  - Lecture voice can be recorded.

2. **Exam Hall Type Class**

- a. **Capacity.**  
150 Students can
- b. **Package Include.**
- Tables with Cushion Chairs.
  - 1 x E-board.
  - 1 x Podium.
  - 1 x Multimedia
  - A/C.
  - Wi-Fi facility.
  - Lecture voice can be recorded.

**Rates for Class Rooms/ Exam Hall**

<b>S:N</b>	<b>Item</b>	<b>Duration</b>	<b>Rates (Rs)</b>
01	Big Class room (50 Students)	4 hours	7,500.00
02	Small Class room (30 Students)	4 hours	6,000.00
03	100 Students Exam Hall	4 hours	10,000.00
04	150 Students Exam Hall	4 hours	12,500.00