

## **Standard Operating Procedure (SOP) – China Sri Lanka joint Center for Education & Research (CSL CER), University of Ruhuna (UoR)**

**Purpose:** Sustainable utilization of CSL CER Center's resources

### **Procedures:**

1. The conference room facility will be provided 8.30 am to 4.30 pm with free of charge. The after-hours will be available on payment basis (1000 LKR/hr) and transport arrangements to the assigned member of the center.
2. Removing shoes is compulsory as the conference room is fully carpeted.
3. Changing the internal furniture setup and moving furniture within the room of the conference facility is strictly not allowed.
4. If anyone intending to make any changes in the fixed arrangements inside or outside the CSL CER premises, must first inform to the assigned member of the center.
5. The conference room facility only includes room space with tables and chairs, air conditioner, fans and lighting systems.  
  
\*Note; Any other extra facility (WIFI, zoom board room, photography, dinning facility) needs prior approval of the co-director on payment basis. Operations of the electronic devices will be provided with a trained member of the center. Self-operations are not permitted.
6. The conference room at the CSL CER is not allocated for dining purposes.
7. If anyone damage any equipment or property belonging to the center must pay for the damages as evaluated by the assigned member of the center.
8. Garbage should be properly disposed out of the center's premises after the event.

### **Responsibilities:**

1. The assigned center's member is responsible for monitoring the SOP guidelines.
2. The signed person of the agreement form for the event is responsible for the aforementioned guidelines.

- ☐ **By signing this form, agrees to adhere to every point outlined in this Standard Operating Procedure before officially using the resources at the CSL CER, UoR.**

Name : .....

Designation : .....

Date : .....

**Approval:**

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Co-director, CSL-CER/UoR