



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR
छात्रावास प्रबंधन अनुभाग/Hostel Management Section
रूपनगर , पंजाब - 140001/ Rupnagar, Punjab-140001
carehostel@iitrpr.ac.in

Date: ____/____/20__

REQUEST FOR RESERVATION OF HOSTEL GUEST ROOM (AC) AT IIT ROPAR

Details of the applicant/proposer for Hostel Guest room booking:

Name	Designation	Department/Section	Employee Code/ Entry number	Mobile Number

1. Email of the applicant/proposer: _____@iitrpr.ac.in

2. Total guests and Gender (Male/Female): _____ Male _____ Female, Total Guest/s = _____

3. Name of the Guest/s: _____

4. Relation with the applicant: _____

5. Full Address of the Guest*/s: _____

Contact No. (Guest) _____ Email* _____

6. Purpose of visit _____

7. Charges Of the Guest Room

A. ₹900 per day per person (Single accommodation).

B. ₹1200 per day on sharing basis for two Guests.

8. Date of arrival: ____/____/20__ Time _____ am/pm

09. Date of departure: ____/____/20__ Time _____ am/pm

10.

Undertaking

(a) I hereby undertake to vacate the room in the Hostel Guest room, if allotted, on the expiry of the sanctioned period. In case I fail to do so, I will be liable to be charged panel rent equivalent to 2 times of the normal rent on daily basis.

Accommodation charges to be paid by (Tick) Guest Applicant

(b) I have read the terms & condition (on the back side of this form) and these are acceptable to me.

Note: Booking of the Guest rooms is subject to the availability and **advance payment within 04 hours of receiving the availability email from this office.**

Remarks if any _____

Signature of applicant
With date

For Office Use

Whether Guest room is available- Yes/No (Hostel allotted _____)

Signature of JA(HM)

Assistant Registrar (HM)

Chief Warden



Terms and Conditions

- a) **Accommodation requests must be submitted at least five days in advance.**
- b) Separate rooms are allotted for ladies and gents in hostels.
- c) Not more than two persons will be allowed in each guest room.
- d) Booking is not permitted for guests undergoing medical treatment/ advice and who are suffering from communicable disease or bed ridden or are under post-delivery case.
- e) **Guests are required to pay the booking charges in advance within **04 hours** of receiving the email from this office; otherwise, the booking shall not be confirmed, and the room may be allotted to the next applicant.**
- f) **In case of cancellation, no amount shall be refunded.**
- g) Pets/Dogs/Cats etc. are not allowed in the Guest Rooms.
- h) In case of emergency due to shortage of accommodation, a single occupant of the room may be asked to share the accommodation with another guest.
- i) The guest shall be permitted to occupy the guest room after 12:00 PM on the day of arrival. **Early check-in may be allowed only in special cases.**
- j) **Guests must vacate the hostel by 11:59 AM on their departure date. Failure to do so will result in an additional day's charge as per the rule.**

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