



FIRST HALL OF RESIDENCE
Indian Institute of Technology Kanpur

(Requisition form for booking of guest room/normal room)

Date:.....

- 1) Guest Name Relationship..... Age..... Male/Female.....
 2) Guest Name Relationship..... Age..... Male/Female.....
 Purpose of Visit.....
 Guest Contact No.....
 Identity Card No.....
 Address.....

Arrival		Departure	
Date:	Time:	Date:	Time:

I therefore request you to kindly grant permission to stay in guest/ordinary room. I will deposited the approved room charges after the approval of my request.

Note: see back side on this form for **Charges of Guest/Ordinary Room, Guidelines for guest/normal room booking in Hall-1, Check-in and check-out procedure & General Rules.**

..... (Signature of indenter) Name..... Roll No..... Room No. Contact No. Email id. Verified by Hall President/HEC Members Forwarded by Faculty Member of IITK (In case of others) Name..... P.F. No..... Dept..... Contact No. Email id.
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Guest has to collect the room key from hall office during office timing and security check post (Hall-1 main gate) at other time.

FOR OFFICE USE ONLY

Type of Room: Normal/Guest Room Room No. _____ Date: _____

Receipt No. _____ Amount _____

Caution Money: _____

(Dealing Asst.)

Room Key handed over on _____

Caution money received. (Signature of applicant) _____

(Hall Manager)
(Hall-1)

Warden in-charge/Warden
(Hall-1)

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Charges of Guest/Ordinary Room

Guest Room Rent 200/- Per Day Ordinary Room Rent 60/- Per Day (Only for Hall-1 Resident).

In case of others, Guest Room Rent 300/- Per Day & Ordinary Room Rent 60/-.

Cancellation charges would be 50% of the booking amount of one day.

Guidelines for guest/normal room booking in Hall-1

For booking of guest/normal rooms, duly filled in forms must directly be submitted at the hall-1 office at least 3 days in advance.

No e-mail/telephonic booking will be entertained.

Requisitions for guest/normal rooms are to be approved by one of the HEC members and one of the wardens. However, requisitions should be submitted at the Hall office only.

Students from other halls may be allowed to book a guest/normal room for their parents if the same is not available in his/her Hostel Guest rooms. Students should get the requisition form forwarded by their Warden in-charge.

All guest must carry valid photo identity card (ration card, Voter id, Aadhar card, etc.) in original and a copy of it. The copy must be deposited at the time of Check-in.

Check-in and check-out procedure

24 Hrs. check-in and check-out facility

The room key will not be given to the indenter. During office hours, the guest has to collect the room key from the Hall office on arrival. During outside office hours, the guest has to collect key from the security person posted at the front gate of Hall-1

The same procedure is applicable when guest check-out from the Hall.

General Rules:

- The booking are purely provisional and subject to availability.
- Priority is given to resident's guests and visitors coming for academic activities.
- Confirmation/Non-acceptance of bookings can be checked with Hall-Office within 48 hours of submission of the requisition.
- A guest/normal room can be booked for at most 7 days.
- Approval for the extended stay has to be obtained beforehand.
- for giving false/incorrect information about the guest will attract Rs. 25,000/- Fine + cancellation of the booking + be reported to SSAC/Institute authority. The amount of fine will be paid by the indenter. In case, he fails to pay the fine, No Dues certificate will not be issued.
- The indenters are advised not to book rooms for unknown visitors in view of security hazards.
- By filling up the requisition form for guest room booking, the indenter shall be treated to have accepted to abide by all the terms & conditions and take personal responsibility for the genuineness of the guest, behavioral issues with the guests and any damages caused by the guest during the stay.
- No claims for Loss/damage or lapse of services will be entertained at any stage by the Hall-office.
- Consumption of Narcotics/Alcoholic drinks etc. is strictly prohibited in Hall premises.

I agree with all above things (Signature)..... Date.....