



# Hall of Residence VIII

Indian Institute of Technology, Kanpur



## Rules for Booking of Guest Room(s):

### Definitions:

Resident: Any registered resident of hall 8.

Guest: Any person who is not a registered student of the institute.

Indentor: Any resident of hall 8 who wants to book guest room(s).

- 1) Guest room(s) in hall 8 can be booked by the hall 8 residents only. If a non-resident of hall 8 wants to book guest room(s), they have to book it through a resident.
- 2) An indentor has to ensure that all the information about guest(s) and self is provided correctly. The information about the guest includes full permanent address, gender, marital status etc. of the guest. **If the information provided is found to be incorrect, the booking application will be summarily rejected and a disciplinary action may be taken.**
- 3) Guest room can be booked only for 6 days at a stretch and 15 days in advance.
- 4) The booking of the room will be confirmed only on full payment.
- 5) **The guest room booking is provisionally approved by the Warden In-charge.** However, if any discrepancy is found at any stage the Warden In-charge can cancel the booking.
- 6) Guest room receipt will be an electronically generated receipt sent to the indentor, which will bear personal details of the guest(s). **The security guard will allow entry only on production of a valid identity proof of the guest whose name(s) is (are) on the receipt.**
- 7) The indentor shall be responsible for loss or damage to the hall property and misuse of guest rooms. The breakage amount will be added to the indentor's mess bill of the following month.
- 8) Guest room keys should be collected and returned strictly in office hours only.
- 9) One day of booking is counted from 10:00 HRS to 09:00 HRS on the following day (23 hours).

**10) The key must be returned by 09:00 HRS on the day of check-out. Failure to return the key by this time would result in additional charges for the day in addition to a hefty fine, which will be added to the indenter's mess bill.**

11) Female guests must not move around in corridors and visit other rooms etc of the hall between 00:00 HRS and 06:00 HRS.

***Special rules for double-bed guest rooms in I-block:***

12) These guest room(s) can be booked for female guests and parents of a student.

13) For male guest(s), double bed guest rooms can be booked in VH Extension through Hall 8 office.

14) Male hall residents cannot stay in the I-block guest room between 00:00 HRS to 06:00 HRS.

**Booking cancellation rules:**

1) On full cancellation, 75% of the total amount is refunded provided that the cancellation is made at least a day before the day of check-in.

2) No refund on partial cancellation.

3) All cancellations are to be made through a written application to the Warden In-charge. Before that please send a mail to [officeinchargehall8@gmail.com](mailto:officeinchargehall8@gmail.com), [hall8@iitk.ac.in](mailto:hall8@iitk.ac.in) requesting for canceling the booking with a reason mentioning your booking id. Please ensure to send this mail by your registered (iitk) email id only.