

**UNIVERSITY GUEST HOUSE (UGH) BOOKING FORM**

1. Name of Visitor(s) with Designation\_\_\_\_\_
2. Postal Address:\_\_\_\_\_
3. E-Mail ID:\_\_\_\_\_ Mob. No. \_\_\_\_\_
4. Expected Arrival Date & Time: \_\_\_\_\_
5. Expected Departure Date & Time: \_\_\_\_\_
6. Type of Accommodation Required: VIP Suite/Deluxe AC room/Conference Hall Etc. \_\_\_\_
7. No. of Room(s) Required: \_\_\_\_\_
8. No. of Person(s): \_\_\_\_\_
9. Age & Relationship (in case of students): \_\_\_\_\_
10. Purpose of Visit: \_\_\_\_\_
11. Indenter: \_\_\_\_\_
  - (a)- Name of Employee/Student:\_\_\_\_\_
  - (b)- Designation of Employee:\_\_\_\_\_ Mobile No.\_\_\_\_\_
  - (c)- Roll No./Branch/Sec./Hostel: \_\_\_\_\_
  - (d)- School/Department/Sec./Hostel: \_\_\_\_\_
12. Payment to be made by: Indenter/Guest: \_\_\_\_\_

(Signature of Indenter)

(Signature & Seal of forwarding authority)

**FOR OFFICE USE ONLY**

To be treated under category \_\_\_\_\_

Ref. No.: \_\_\_\_\_ Date: \_\_\_\_\_

Signature:\_\_\_\_\_

Note: Please turn over for Norms, Guidelines and other information's for the users For any other information's kindly contact UGH office Mob. No.-7081300575, 0512 2534001-5  
E-Mail Id- guesthouse@hbtu.ac.in

**UNIVERSITY GUEST HOUSE (UGH) BOOKING NORMS, GUIDELINES, AND OTHER INFORMATION**

**FOR THE USERS**

1. For booking facility duly filled UGH registration form forwarded by respective forwarding authority may directly be submitted at UGH office.
2. Guest/ visitor is required to produce Id Proof upon arrival at the UGH along with the duly filled Ugh registration form.
3. The guest shall also provide the names and other details of the accompanying members during the stay.
4. The booking is purely provisional and subject to the availability of rooms/conference hall in the guest house.
5. The booking may be cancelled if UGH is engaged in urgent university program.
6. Priority will be given to guests of the home university and visitors coming for academic activities/ official meetings/ conferences in the home university.
7. Students may be allotted accommodation in UGH for their parents/guardians.
8. No telephonic booking/ cancellation of any of the UGH facilities will be entertained.
9. Check-in and check-out duration is 24 hrs (11 AM - 11AM of next day).
10. Approval for the extended stay has to be obtained beforehand.
11. Consumption of Narcotics/ Alcoholic drinks/ Smoking/ Chewing tobacco / Paan Masala etc. is strictly prohibited in UGH.
12. The guest is required to settle the final bills/ dues before the departure.
13. For free accommodation / official meetings/ conferences, permission should be obtained from the competent authority of the university.
14. Visitors must cooperate with the guest house officials for the proper maintenance of the rooms by avoiding littering of rooms and damaging the guest house property and should get the rooms thoroughly checked by the UGH attendant at the time of check-in and check-out.