



L.D.A.H. RAJKIYA ENGINEERING COLLEGE MAINPURI (U.P.)
GUEST HOUSE ENTRY / REGISTRATION FORM

Guest Information

Full Name: _____
Father's / Spouse Name: _____
Gender: Male Female Other
Date of Birth: _____
Mobile Number: _____
Email ID: _____

Address Details

Permanent Address: _____
City: _____ State: _____ PIN Code: _____

Identity Proof Details

ID Proof Type: Aadhaar PAN Passport Driving License
Aadhaar Number / ID Number: _____

Stay Details

Check-In Date: _____ Check-In Time: _____
Check-Out Date: _____ Check-Out Time: _____
Number of Guests: _____
Purpose of Visit: _____
Vehicle Details (Optional)
Vehicle Type: _____ Vehicle Number: _____

Emergency Contact

Name: _____ Mobile Number: _____

Declaration

I hereby declare that the information provided above is true and valid. I agree to follow all guest house rules and regulations.

Guest Signature: _____ Date: _____

Office Use Only

Payment Details

Institute account no.3472691941 (central bank of India) IFSC code CBIN0280231

Amount _____ Receipt NO. _____

*** If the amount is exempted, then permission from the Director Sir is required.**

Room recommended by _____

Room no: _____ Room Allotted By: _____

Signature: _____



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Guest House Rules and Single Occupancy Rent Charges

| Sr.no. | Category | Sub Category | Single Occupancy Rent per Room |
|---|------------------|---|--------------------------------|
| 1 | General Guest(s) | Person(s) participating in the conference(s), seminar(s), symposia, workshop(s), training program, etc. conducted by the college. And Out stationed Parents of the regular students of the college. | (Per Day) 1000rs. |
| *Prior Approval Of The Director Is Essential For Exemption Of The Room Rent. | | | |
| Payment Details | | | |
| <i>Institute account no.3472691941 (central bank of India) IFSC code CBIN0280231</i> | | | |

Charges on Edible Items:

| S. No. | Items | Rate (in Rs.) |
|--------|--|---------------|
| 1. | Breakfast/ Lunch / Dinner(Day Meal Combo) | 200 |

GENERAL INSTRUCTIONS / GUIDELINES

1. The guest house will be under the administrative control of the in-charge. The in-charge shall work under the control of the Guest House Committee.
2. Accommodation charges will be payable on 24 hrs. Basis from the check in time.
3. No unauthorized person shall be allowed to stay in the night in guest house.
4. Smoking and use of alcoholic drinks in the guest house is strictly prohibited.
5. The college shall not be responsible for any loss or any damage to a person or the property of the guest(s) during his/her stay in the guest house.
6. Persons using the guest house will pay for the damages caused by them to the building or furniture or fixtures or any other property of the college during her/his stay. Loss or damage may be recovered from recommended employee of the institute.
7. For general guest(s), the request for an accommodation will be accepted only on recommendation from faculty member(s) and Registrar/director.
8. Accommodation in the Guest House may be made up to a maximum of seven days with prior approval of the director of the institute. When accommodation is required for more than seven days, special permission of the director shall be required.
9. Any guest of the college staying in the Guest House beyond the admissible period without prior permission shall be liable to disciplinary / legal action or levy private charges or both.
10. The Guest(s) shall not accommodate any additional member(s) in the room without permission of the competent authority.
11. The occupants shall have to maintain peace and tranquility in the Guest House and are expected to maintain harmony and good behavior during her/his stay.
12. The occupants are expected to switch off the electricity point(s) / switch (es) and turn off water tap(s) when they are not intended to be used.