



Hall Of Residence - 11



Guest Room Booking Guidelines

Hall has total of 10 guest rooms, out of which 4 are with attached washroom.

Accommodation Charges:

- Rs 200/- + 200/- (Deluxe AC room with attached washroom)
- Rs 200/- + 50/- (attached washroom), Rs 100/- + 50/- (common washroom)
- Rs 50/- + 25/- for stay at host room
- Fare breakup: room rent + electricity charges. Charges shown are single day charges. Note: This electricity surcharge is used to partially pay the electricity bill of residents.

Booking Procedure:

- For room availability, check hall website or contact hall office.
- Fill the prescribed form (available at hall office) and submit in hall office along with the payment receipt. Payment has to be made online to hall warden's account. Confirmation of booking will be done only after submission of transaction details to hall office.
- Resident can book a guest room for a maximum period of 7 consecutive days and advanced booking is allowed 7 days before the date of booking.

Important Points:

- **Check-in time:** On or after 10.00 a.m. on booking date. **Check-out time:** 9.00 a.m. It is encouraged to collect the respective room's key from hall office prior to your guest arrival if it is not within the office hour timing (9.00 a.m. - 5.00 p.m.). **Accommodation charges are levied on 23 hours basis** from 10.00 a.m. on morning of booking date to 9.00 a.m. next day.
- Room keys must be returned to hall office by 9.00 a.m. on check-out day.
- Host is responsible for any damage or loss of hall property. The penalty amount will be added to host's next month mess bill.
- Identity proof of all guests must be produced at the time of check-in.
- **Cancellation Charges:**
 - 5 days before the scheduled arrival of guest: No cancellation charge.
 - 5 days to 1 day before: 50% of the paid amount would be deducted.
 - No refund after the above time period. Please note hall office hours (9.00 a.m. - 5.00 p.m.).
 - No telephonic booking or cancellation will be entertained.
- **Emergency booking*:**
 - On emergency basis, guests are allowed to stay in hall resident's room. Charges for stay would be as stated above. In such case, host has to give a written application stating the reason for stay. The application must be forwarded by one of the Wardens OR any three current HEC members out of which two should be of President/Guest Secretary/Maintenance Secretary/Mess Secretary. In any case, the written application will have to be forwarded to whole HEC through email by host. Host must give a proper application form to hall office the next working day with payment details.
 - Emergency booking will NOT be allowed in case the guest had some prior appointment (exam, interview, etc). Please note that such cases will not be entertained as an emergency case. Emergency booking is provided as a convenience facility and precautions must be taken to not misuse it.
- In case of any assistance/clarification please contact Guest Secretary/Hall Office.