



11. Guest Room Rules

11.1. Eligibility for Booking: Residents of Hall-4 can book guest rooms for their parents, guardians, female friend and siblings (own brother and sister only). Room to male guest alone can't be given.

11.2. Non-residents are also allowed to book guest rooms, but at a modified price.

11.3. Room Types and Charges: hall-4 has total 6 Guest rooms (4 non-AC and 2 AC)

- Room Type For residents of Hall 4 (per night charges)
- For non-residents (per night charges)

11.4. **Room Types and Charges:** Our hall has total 6 Guest rooms (4 non-AC and 2 AC)

Room Type	For residents of Hall 4 (per night charges)	For non-residents (per night charges)
Single room	Rs. 120 (without bedding) Rs. 160 (with bedding)	Not allowed
Non-AC room	Rs. 250	Rs. 300
AC room without attached washroom	Rs. 400	Rs. 450
AC room with attached washroom	Rs. 450	Rs. 500
Female guest in own room (ref. page 2)	Rs.60	Not allowed

Note: Check the availability of guest rooms on hall-4 website on facilities page.

11.5. Booking Procedure:

- All bookings are to be done **ONLY** through the hall office.
- Bookings open from one month prior to the guest's arrival date and require payment for booking confirmation (non-refundable).
- One must provide valid identification and contact details of their guests during the booking process.

11.6. Cancellation Policy:

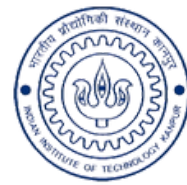
- No refund will be provided upon cancellation. The hall office should be informed so that others can be allowed to book.
- No refund will be provided if a guest has checked in and decides to check out before the scheduled departure date.

11.7. Stay Duration:

- Guest rooms can be booked for up to 5 nights per booking, extendable to 7 nights in emergencies with prior approval from hall authorities.
- The check-in time for the guest(s) is set to 10 am and the check-out time is set to 9 am. For any urgent matters or special exceptions, please notify or contact the hall office in advance of the guest's arrival.
- For room cleaning (till 5p.m.), please visit hall website. Find the cleaning staff phone number on contact list webpage.
- In case of electric/water supply issues, you may call on the numbers given on website (Contact list) of hall-4.
- If A.C./ water cooler/heater/geyser are non-functional, inform hall office during office hours.



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11.8. Occupancy Limit:

- Each guest room can accommodate a maximum of two guests.
- Hostel Rules and Regulations:
 - a. Guests are expected to adhere to the hostel's code of conduct and respect other residents' privacy and space.
 - b. Consumption of alcohol, drugs, or any illegal substances is strictly prohibited on hostel premises.
 - c. Residents are responsible for the conduct of their guests during their stay.

11.9. Guidelines for the Female Guest Accommodation Facility, Hall-4

This facility allows for our hall residents to accommodate one female guest in their rooms.

1. Eligibility: Only registered residents with no outstanding dues or disciplinary issues.

2. Booking:

- a. The per day booking charge for this is Rs.60. Booking should be done at least 24 hour prior to the date of guest's arrival through the hall office.
- b. One must provide valid identification and contact details of their guests during the booking process.
- c. Only one female guest can be accommodated in one booking and a student can make a total of 3 bookings in a semester.

3. Duration of Stay:

- a. Female guests can stay for up to 5 nights per booking, extendable to 7 nights in emergencies with prior approval from hall authorities.

4. Accommodation Guidelines:

- a. Residents are responsible for their guest's behavior and adherence to hostel rules and regulations.
- b. Guests must comply with the hostel's code of conduct, including silent hours, cleanliness, and the guest must not cause inconvenience to other fellow residents.

5. Security and Safety:

- a. Guests must provide valid identification upon check-in at the hall premises (Gate).
- b. The resident should ensure the safety and security of their guest and their belongings.

11.10. Hostel Management's Rights:

- a. The hostel management reserves the right to deny or cancel guest accommodation requests if they violate hostel rules or pose a risk to the hostel community.
- b. In case of any misconduct or violation of rules by the guest, the hostel management may take necessary disciplinary action, including the termination of guest accommodation.



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11.11. Penalty for Unauthorized Accommodation: Rs.2000

11.12. Booking of guest rooms on Sundays will not be allowed. Only in medical emergencies, will the booking be allowed by the following process:

- **Check the availability of guest rooms on website (Facilities page).** If room is available then, an email should be send to the warden incharge, keeping hall office in CC.
- The acceptance of the request depends upon the valid medical evidence provided with the email. The **aadhar card copy of the guests and names, address, contact and relation details** must be sent to the hall office in the same email.
- Next day it's mandatory to come to hall office for offline application processing and payment of the guest room. Not adhering to this will result in a fine of ₹250/- with ban on any further booking in future.
- For all other cases booking for sundays and **collection of room keys must be done during hall office working hours only.** Similar rules apply for seeking permission to stay in resident's room.
- In case of bookings required by anyone not present in the hostel, send an email with the ID proof (aadhar card of the guests), with name, address, contact and relation details to hall office. Kindly confirm your room no. via email if the booking is for sunday. Show the email of booking approval to the security at the hostel gate.
- Drop the room keys in the dropbox when checking out in case hall office is closed. Drop an email about the same to the hall office. Misplaced keys will result in fine of ₹250/-
- Collection of keys from dropbox must be stopped as keys get misplaced. In case of emergency(sunday booking), and approval of booking (via emails), security at gate may call president to get the keys for guest room. In all other cases keys beyond working hours of hall office will not be provided once booking has been done in the office.
- After checkout, signing off is mandatory in hall office by the student/resident.
- If keys are not returned on time then a fine will be imposed of ₹250/- and any future booking of that person will be banned.