

Requisition Form for Guest Room Booking

Single Bedroom Apartment (SBRA), Indian Institute of Technology, Kanpur

Name of Applicant		Date					2	0		
Roll No		Quarter No		Mobile No.						
Address of the Guest				Guest Mobile No						
PIN Code		District		State						
Nature of Visits				No. of Days						
Duration of Stay	From				To					

Guest Details (Only 2 Persons are allowed)

Sr. No	Name of Guest (s)	Age	Sex (M/F)	Relation with Applicant
1				
2				

Note: Applicant has to deposit full payment for the booking period @ Rs.650/- per day. AC Room through **SBI-Collect** only in favor of **MSWC RECEIPT**. If the booking period is 7 days, written permission of president is required. The visitors/guests may be asked to produce ID proof at the time of possession.

Declaration

I/We will be held responsible if any of the above statements are found false. I/We also undertake all financial responsibilities for loss or damage to guest room and SBRA belongings.

Signature of SBRA student		Signature of Spouse	
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For Office Use Only

Booking @ Rs 650/- × = Rs. _____ (Total)	Cheque Number: _____
Previous stay in continuation if any	

Forwarded (Subject to Availability)

Approved By

President / Guest Room Secy.
MSWC, SBRA

Dealing Staff
(DoSAOffice)

Faculty-In-Charge, SBRA

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
MARRIED STUDENTS' WELFARE COMMITTEE (MSWC)

Guidelines for usage of Guest Room at SBRA

SBRA guests are kindly requested to observe the rules, so that their stay will be comfortable and safe.

1. Ensure the availability of the guest room on the SBRA website before planning for the same.
2. In each & every case booking time will be counted from 10.00 A.M. of the booking date.
3. Payment for guest room service should be made by cheque only in favor of **MSWC, IIT Kanpur**.
4. Guest room booking is open for all SBRA residents, at most two months in advance.
5. Person who has booked the guest room has to collect the key on the first day of booking period; otherwise booking will be automatically cancelled for subsequent days.

6. CANCELLATION POLICY:

Cancellation before	Charges
One week in advance	Rs. 100/-
Two days in advance	Rs. 50/-per day or Rs. 100/- whichever is higher
Less than 48 hours	Total booking amount or Rs. 500/- whichever is less.

7. If office is locked during the check-out time, then please submit the key of the guest room to the security guard.
8. Maximum booking period is seven days. For extension, please seek the convener, SBRA.
9. Only two adult persons are allowed in the guest room.
10. Please do not bring any of the following:
 - Dogs or pets of any kind
 - Gunpowder or other explosives
 - Unregistered firearms or swords and
 - Illegal drugs or other articles, the possession of which is prohibited.
11. Gambling or other acts that are contrary to good morals or that cause an annoyance are strictly prohibited.
12. Using alcohol is strictly prohibited. If anyone is found, strict action will be taken.
13. Smoking inside the guest room is strictly prohibited including complete SBRA premises.
14. Please do not remove or alter any equipment or fixtures of the guest room.
15. Guest will be held responsible and will be charged as fixed by the concerned authority for any loss or damage to the guest room property caused by themselves, their friends, relatives or any person for whom they are responsible.

16. In case of fire, make use of the fire extinguisher located at the common spot (H block)
17. Please remember to lock the door and carry your key with you any time you leave your room.
18. Please refrain from holding meetings with visitors in your room.
19. Storing of any article of combustible or hazardous nature, in guest room is strictly prohibited.
20. Luggage will be the guest's sole risk as to loss or damage from any cause.
21. Visitors are particularly requested to lock the door of their rooms when going out or when going to bed. The MSWC will not in any way whatsoever be responsible for the loss of residents goods or any property or damage thereof, or any other cause whatsoever, including theft.
22. No guest room booking will be made for single female person (Except for mother & real sister of the applicant).
23. Car should be parked only at the designated place (right side while entering SBRA and beyond water cooler) and parking will be at owner's risk.
24. Guests are not allowed to play loud music inside their room.
25. Please visit SBRA website for interior of the guest room.
26. Facilities inside Guest room:

Color Television	Cable Connection	Computer System
Hot & cold water	Cooler	Cupboard and Almirah
• Table and chair	Internet Connection	Telephone (Ext No- 5409)

27. The MSWC reserves to itself the absolute right of admission to any person in the guest room or SBRA premises and to request any guest to vacate his or her room at any moment without previous notice and without assigning any reason whatsoever, and the guest shall be bound to vacate when request to do so. In default the management will be entitled to remove the luggage and belongings of the visitor from the room occupied by him or her and lock the room.

Looking forward TO your kind cooperation. Happy stay!