

University Guest House

Aligarh Muslim University, Aligarh-202002

+91-571-2704523

To,
The Member-in-Charge
University Guest House
A.M.U Aligarh.

Request for Allotment of Rooms in the University Guest House, A.M.U Aligarh.

1. Name of the Guest.....
2. Father's/Husband's Name.....
3. Sex (M/F).....Age.....Tel No. of Guest/Applicant.....
4. Full Address of the Guest.....
5. Nationality of the Guest..... No. of Room Required.....
6. Purpose of Visit of Guest.....
7. Date & Time of Arrival-Date.....Time.....
8. Date & Time of Departure-Date.....Time.....
9. Photo ID of Guest.....Bearing No.....
10. Payment will be made by the: Guest/Applicant.....

*****Note: Photo ID of Guest is compulsory at the time of check in.**

Name of Applicant..... Relation with Applicant.....
Designation/Deptt..... Mob. No.....
Room No./Hall/Hostel..... I.D. Proof.....
Enrolment No..... Signature of Applicant.....

***Forwarded by the
Chairman/Head of Deptt.***

***Forwarded by the Provost
(For University Students)***

Approved Room Rent (All Rooms are Air-Conditioned) Rent Per day Receipt No.

Approved Room Rent (All Rooms are Air-Conditioned)	Rent Per day	Receipt No.
Annex Suit of Guest House No. 1/2/3	Rs. 1200/-	
Deluxe Rooms of Guest House No. 1	Rs. 600/-	

(Note: One day Advance Rent will be deposited along with this application form)

Charges shall be made only on Cash Basis vide Registrar's Letter No. (D.820/Reg/Ugh) dated 07.11.2012

Report of Dealing Assistant

For office use only

Remarks

**Member-in-Charge
University Guest House**

RULES FOR TEMPORARY ALLOTMENT OF ROOMS IN THE UNIVERSITY GUEST HOUSE

The University Guest House provides accommodation & services to the guest of the University who come to Aligarh for official & academic purpose. The University at its discretion may extend the facility to its staff/students for private use provided (i) accommodation is available and (ii) the following rules are full-filled. The application form may be downloaded from University Website (www.amu.ac.in)

1.	Photo-copy of University Identity Card will be submitted along with this application form.
2.	The Applicant shall be solely responsible for the Guest House charges & has to deposit one day advance rent at the time of Booking. The advance amount is non-refundable.
3.	Only Real Parents, Real Brother, Real Sister, of the University Students are entitled for rooms in University Guest House.
4.	The allotment shall be done for a maximum of 2 Room for maximum 03 days which may be extended only once for three more days subject to availability of rooms and clearance of previous account charges if any.
5.	Check out time is 12:00 NOON
6.	Application form will be entertained/received before seven (7) days from the date of booking
7.	Payment of Guest House charges must be cleared at the time of checking out the rooms. Payment must be paid either by guest or applicant.
8.	Maximum 20 rooms may be allotted for the participants of International & 15 rooms for National Conference/workshop/Symposium subject to availability.
9.	Application for the booking of Room shall be submitted at least five days before the date of booking as per Performa overleaf.
10.	The keys of the room shall be handed over to the Reception Counter after clearing of the bill (s) while checking out.
11.	University reserves the rights to cancel the booking without assigning any reason.
12.	Smoking is banned in the UGH premises. No explosive items/highly inflammable/articles/ Alcoholic beverage & pets shall be allowed to be kept in the room.
13.	The Guest House belongings provided in the room must be kept intact and proper handling should be ensured by the guest during his stay/ in case of damage/loss, if any, due to mishandling the same will to be born by the occupant/applicant.