RULES FOR TEMPORARY ALLOTMENT OF ROOMS IN THE UNIVERSITY GUEST HOUSE AT AMU CENTRE MALAPPURAM

The University Guest House provides accommodation & service to the Guest(s) of the University who come to Aligarh Centre for official & Academic purposes. The University at its discretion may extend the facility to its staff/ students for personal use provided (i) accommodation is available and (ii) the following rules are full-filled.

1. Application for the allotment of the room shall be submitted as per the proforma, well in advance.
2. The allotment shall be done only for 01 day which may be extended up to three days, subject to the availability and requirement.
3. The applicant shall be solely responsible for the Guest House charges & has to make advance payment (non refundable).
4. A security Deposit of Rs. 1000/- (Refundable) shall be deposited at the time of Check-In and can be redeemed at the time Check-Out.
5. AMU Centre Malappuram reserves the right to cancel the booking without assigning any reason and without advance notice.
6. Smoking is banned in the UGH Campus. No explosive items/highly inflammable articles/ drugs/narcotics/ alcoholic beverages and pets shall be allowed to be kept in the room.
7. The Guest House belongings provided in the room must be kept intact and proper handling should be ensured by the guest during his/her stay. In case of damage / loss, if any, due to mishandling the same is to be made intact and the expense will have to be borne by the occupant/applicant.
8. The Check-Out time from the Guest House is 11.A.M. or earlier.
9. The billing is done as per the Check-In and Check-Out time schedule.
10. The keys of the rooms shall be handed over at the Office counter after clearing of the bill(s) while checking out.
11. Copy of the ID proof (Voter ID/ Aadhaar/ Driving License/ Passport) of the Guest should be enclosed with the request form.
12. The charges of the Guest House are given as under...

<table>
<thead>
<tr>
<th>S.No</th>
<th>Description of Room(s)</th>
<th>Rate (Rs/ Day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01 A.C. Room + Lobby + Kitchen</td>
<td>1000/-</td>
</tr>
<tr>
<td>2</td>
<td>02 A.C. Room + Lobby + Kitchen</td>
<td>1750/-</td>
</tr>
</tbody>
</table>

Director
AMU Centre, Malappuram
DIRECTOR
ALIGARH MUSLIM UNIVERSITY MALAPPURAM CENTRE