



Dr. Ram Manohar Lohiya National Law University

Sector D-1, LDA, Kanpur Road Scheme, Lucknow-226012

REQUEST FOR BOOKING OF GUEST HOUSE ACCOMMODATION

- Name & Address of visitor : _____
(in block letters) _____ Mobile No. _____
- Status of visit : Official Non official Employee's Relative Student's Parent
- If employee's relative, please specify relationship : _____
- Purpose of visit : _____
- Accompanied by : _____ Adults and _____ Children's
- Payment made by : **Room charges** Applicant Guest **Fooding Charges** Appliacnt Guest
- Particulars of Accommodation :

Type of Room	Arrival		Departure		No. of Rooms Required
	Date	Time	Date	Time	
Deluxe A/c Room					
VIP Suite					
VVIP Suite					

Applicant's Name _____
 Designation/ Enrollment No. _____
 Dept./ Hostel Name & Room No. _____
 Contact No. _____
 Signature _____

RECOMMENDATION OF WARDEN (In case of Student)

Signature of Warden _____
 Date _____

Terms and Conditions:-

- Reservations are made on first come first serve basis.
- Confirmed booking will be cancelled if the guest does not arrive on the mentioned date and time.
- Students requiring accommodation for their parents are required to get their application form forwarded through respective hostel warden. One room accommodation for students' Parents at concessional rates is normally permissible only for two days.
- Not more than two persons will be allowed in each Room/ Suite.
- Booking is not permitted for guests undergoing medical treatment who are suffering from contagious disease or are bed ridden.
- One day will be counted on 24 Hrs. basis or a part there of commencing from the time of arrival.
- Pet/Dogs/Cats etc. carried by the visitors are not allowed in the Guest House.
- Guests must carry a Government issued identity card with them. It will be obligatory on their part to provide this identity if asked by Guest House caretaker.
- Host will be responsible for providing information against any query about guest by university /any Govt. authorities.

Official Use Only

Recommendation of Joint Registrar

May kindly approve the allotment of rooms as per charges and category indicated below:

-DLX Room(s) @ ₹per day forday(s).
-VIP Room(s) @ ₹per day forday(s).
-VVIP Room(s) @ ₹per day forday(s).

Joint Registrar

Approval of the Vice-Chancellor

Vice-Chancellor

Accommodation Provided in Room No. _____ from _____ to _____

Signature of Guest House Caretaker