

General Rules for SVPB Guest House

1. For booking facilities in SVPB Guest House (GH) "Requisition Forms" are available at the Reception of Guest House or can be downloaded from the website: www.svnit.ac.in. Duly filled in forms along with required documents must be submitted at the Guest House (GH) reception minimum 2 days in advance.
2. **No telephonic bookings/cancellations will be entertained.**
3. Priority for accommodation will be accorded to Guest covered under the higher category.
4. The Institute authority reserves the right to cancel or refuse accommodation at the desecration of the Director.
5. Guest House authority is not responsible for any kind of accident or injuries to the guest during his/her stay in the Guest House.
6. There shall be no concession or rebate in tariff if a room/hall etc if there is a failure of air conditioning, electricity, water supply, Wi-Fi or any other facility.
7. The room tariff does not include any meal, snacks or tea, except drinking water.
8. Children below 12 years may be accommodated with parents free of charge in the same room without extra bed. No extra Bed will be provided in the room.
9. There shall be no room service of food except drinking water.
10. Please close the windows and switch off air conditioner, geyser, T.V. and any other electric appliances whenever you leave the room.
11. Smoking, alcoholic drinks and other intoxicants in the Guest House are strictly prohibited. Any violation of this rule will result in cancellation of the booking immediately.
12. If a guest damages any institute property, litters the environment and misbehaves or causes any other nuisance, the Guest House authority will cancel the accommodation and such persons will be immediately removed from the premises. The institute shall recover the cost of damage from the guest (or from the person making the booking) the cost of correcting the damage along with a management cost and a punitive cost to be decided by the Guest House In-charge or higher authority.
13. The Institute may, at its discretion, cancel a booking or offer another type of accommodation (e.g., bed on twin sharing basis instead of a full room), depending on the demand for accommodation on a particular day.
14. Not more than two persons will be allowed in each double bed room.
15. Visitors of the Guest are not allowed to entry/exit in the room after 11pm. However, visitors of the Guests in the room will be allowed only with the prior permission of Prof. In-Charge Guest House for any discussion not exceeding 2 hrs.
16. Students from the institute are not allowed to enter the rooms.
17. Never leave any cash, jewellery, mobile phone or other valuables in the room. The Guest House Management is not responsible for any loss, theft, etc.
18. The person who have booked or recommended bookings will be responsible for the payment of all tariffs, bills, charges, etc.
19. The Guest may check in at any time. However, for the purpose of accounting, a day means 24 hours from the time of occupation/arrival. **Fraction of day will be counted as full day.**
20. Pets etc. are not allowed in the Guest House.
21. MHRD/Govt. of India clearance is required for the guest/visitors holding foreign passport of certain countries for staying in the Guest House.

22. Please inform the reception about your departure in advance and settle your account well in advance.
23. Cooking in any form using gas, oven, heater and hot plate is not allowed inside the room.
24. Room keys must be left with the reception desks.
25. If rooms are not booked along with amenities (except Small conference Hall), a single applicant can book three (3) rooms only, if more rooms are required approval from Director/Registrar is required.
26. Duration of Stay: Ordinarily a person will be allowed to stay for a period not exceeding five days at a stretch in a month. However, under special circumstances, he/she may be permitted to stay for a longer duration with the approval of Director/Registrar.
27. The accommodation in the Guest House shall be provided to the people in the order of first come first serve basis. The management of guest house may at its discretion, cancel a booking or offer alternate accommodation depending upon the availability in case of certain unforeseen circumstances.
28. For Confirmation of room booking, charges of one day have to be paid in advance at the time of booking. In case of cancellation advance paid will be forfeited.
29. For Booking Amenities:
 - a. All the booking must be approved by Director/Registrar.
 - b. For social function such as marriage, birthday, reunion, gathering etc. under category B, document should be submitted along with application to establish that function is of employee or his/her Family Members.
 - c. 25 % of amenities charges should be paid as advance along with booking.
 - d. Booking will be confirmed 30 days prior to the event date and at the time of confirmation remaining amount is to be paid.
 - e. Cancellation Charges
 - i. On or before 30 days of event : 100 % refund of amenities charges.
 - ii. On or before 15 days of event: 50 % refund of amenities charges.
 - iii. On or before 7 days of event : 25 % refund of amenities charges.
30. **In any case, if documentary proof is not sufficient to decide a particular category the charges would be based on category E**
31. Your suggestions are valuable to us. Please provide suggestions and feedback in prescribed form available with the reception.
32. **Any violation of above rules/conditions may create a cancellation of booking.**

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