



त्रिपुरा विश्वविद्यालय/ TRIPURA UNIVERSITY

केन्द्रीय विश्वविद्यालय / A Central University)

सूर्यमणिनगर / Suryamaninagar, त्रिपुरा/ Tripura- 799022

Form for Reservation of Accommodation in Guest House

Name of the Guest : _____

Designation (with complete official address) : _____

Address : _____

Telephone No. : _____

Nationality : _____

Name and relationship of the accompanying person: _____

Date and time of arrival : _____

Date and Time of Departure : _____

Purpose of visit : _____

No. of Rooms required : _____

Mode of payment

Personal : _____

University/Department : _____

Advance Paid : _____

Any serious illness: Yes/No : _____

Date _____ Signature of the Guest _____

Note: 1. 100% advance payment has to be made for bookings other than official. 2. Cancellation charges would apply as per rules.

Booked /Recommended by

Official/Personal

Name and designation of Tripura University Employee

DO's

PLEASE

- (i) Enter the Guest House only with clear approval for its use.
- (ii) Stay only for the period having prior approval and check out as the room might be booked for some other guest.
- (iii) Seek prior approval in case stay needs extension.
- (iv) Keep the approval letter and ID during the entire stay in the Guest House and show them, if requested by University's officials.
- (v) Maintain proper decorum and silence while at corridors/lobby/any other common place and due courtesy be shown to other guests.
- (vi) Use the TV & music in your room so as not to disturb others.
- (vii) Be polite to receptionist/caretaker/ housekeeping attendants/ other officials on duty and in case of any inconvenience, ask for being connected to appropriate Officials of the University.
- (viii) Take every care to ensure that no water/electricity/complimentary consumables etc are wasted or linens/mattresses unnecessarily soiled or misused.
- (ix) Handle gadgets like TV, Tea flasks etc. with reasonable care and keep remote controls at proper place before leaving the room.
- (x) Inform staff on duty at least one hour before checkout so as necessary billings etc. can be readied.
- (xi) The daily checkout hours shall be as on Guest House Notice Board.
- (xii) Settle all bills before checkout.
- (xiii) Cooperate in implementing any other matter which may be essential to improve the general harmony and discipline within the Guest House

DON'Ts

PLEASE

- (i) Do not stay in the room beyond the period for which approval was given and do not use the lobby/ reception/common space beyond such reasonable time as could be necessary for the stay within the Guest House.
- (ii) Stay only in the specified room and do not swap or share others' rooms.
- (iii) While at stay in the Guest House, do not stay outside late night and if unavoidable, the receptionist/ caretaker/other official on that behalf must be informed well in advance.
- (iv) Do not ask University's employees on duty at the Guest House to bring items (including food, tea etc.) from outside.
- (v) Do not expect room services except those complimentary like morning tea, newspapers, refill of consumables.
- (vi) Do NOT pay any tips.
- (vii) Do not unnecessarily stroll around and lounge outside your room.
- (viii) Do not remove newspapers/magazines/brochures from lobby.
- (ix) Do not consume cigarettes, betel leaves, alcohol in lobby, common places and rooms of the Guest House and also do not keep alcohol bottles in your baggage during stay in the guest house.
- (x) Do not keep cash or costly items like jewels etc. in the room and the University or any of its employee/ outsourced workers shall not be responsible for any losses.
- (xi) Do not discard bed sheets, pillow covers etc. for daily washing if they can be continued more than for one day(s) by the same guest because unnecessary use of detergent should be avoided as an environmental policy.