

## **GUEST HOUSE BOOKING**

### **RULES AND REGULATIONS**

1. Booking of room(s) have to be done by filling the prescribed form and submitting it to the Guest House office, **3 days** in advance during working days and office hours that is 9:00AM-5:00PM. Or booking can also be done by sending the duly filled form via email to [guesthouse@rgnul.ac.in](mailto:guesthouse@rgnul.ac.in).
2. Only two guests per room are allowed.
3. The allotment of rooms shall be generally done on the "first come, first serve" basis.
4. Cancellation of reservation has to be informed at least 24 hours before the scheduled time of occupation, failing which the room rent shall be levied.
5. Students are not allowed to stay in the Guest House with their Parents/Guardians/Visitors after 10:00 PM
6. The University authorities reserve the right to cancel the booking, refuse accommodation or change the room(s) allotted to a person or persons without assigning any reason(s) thereof.
7. For further help or assistance call: 0175-2391452,441



# Rajiv Gandhi National University of Law, Punjab

(Accredited with 'A' Grade by NAAC)

DATE:

## GUEST HOUSE BOOKING FORM

S.N.	NAME OF GUEST	ADDRESS	MOB.NO.
1			
2			
3			
4			
5			

PURPOSE OF VISIT : .....

NO. OF ROOM REQUIRED: .....

DATE(S) OF BOOKING: FROM.....TO..... TOTAL DAYS .....

TIME OF ARRIVAL: ..... DEPARTURE .....

SIGNATURE OF REQUITIONER

NAME.....

ADDRESS.....

MOB.NO.....

OFFICIAL /SEMI PRIVATE/ PRIVATE

REGISTRAR

(FOR OFFICE USE ONLY)

ROOM(S) NO (S)..... IS/ ARE BOOKED AT SR.No.P----/-----

ERP No.....dated..... Amount paid.....

OFFICIAL /SEMIPRIVATE/ PRIVATE

IN-CHARGE GUEST HOUSE

Sidhuwal, Bhadson Road, Patiala – 147 006

Telephones.: 0175-2391441,452(O) E-mail: [guesthouse@rgnul.ac.in](mailto:guesthouse@rgnul.ac.in) Website: [www.rgnul.ac.in](http://www.rgnul.ac.in)