

**UNIVERSITY GUEST HOUSE**  
**CENTRAL INSTITUTE OF MANAGEMENT**  
**NEPAL UNIVERSITY**

**Requisition for Guest House Accommodation**

Name of the Guest: Prof./Dr./Mr./Mrs. : .....

Designation and Address : .....

Age:..... I.D. No..... Nationality.....

<b>Name(s) of the person(s) accompanying the Guest</b>	<b>Relationship</b>	<b>Age</b>
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(i) .....	.....	.....
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(ii) .....	.....	.....
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Purpose of Visit: .....

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Time of Visit and Duration (Less than 5 days only).....

Category of Guest:     Category I     Category II     Category III     Category IV  
                                   Category V

Type of Accommodation:     Deluxe Suits     Super Deluxe Rooms     Deluxe Rooms  
(Tick as appropriate)         Standard Rooms     Standard Rooms Non AC

For Charges refer to the allotment and charges policy of the guest house.

**Payment Details (Tick as Appropriate)** Whenever the charges are to be paid by the guests, it is necessary to indicate alternative Debit Head for levying 'No Show' charges, in case the guest does not utilize the accommodation.

(i)  By Guest- Alternative Debit Head .....

(ii)  By Department- Debit Head .....

**Faculty/Staff Member request for accommodation:**

Name:..... Designation:.....

Signature:.....

Recommendation (wherever needed): Name: .....

Signature: .....Designation.....

**For Office Use:**

**Room no. allotted: .....**;

**Period: From..... To.....**

**Received an Advance payment (if any) Rs..... Receipt no.....**

**date.....**

**Signature  
(Guest House Manager/Incharge)**

## Terms and Conditions:

1. Application should be sent at least 7 days or 5 working days in advance.
2. Application forms without proper recommendation will not be accepted.
3. A photocopy of the guests i.d. should be submitted with the guest house before or at the time of allotment.
4. Allotment of rooms in the guest house is subject to availability.
5. No Show Charges: One day rent for each of the accommodation booked will be levied if the booking is not cancelled with prior information at least 24 hours before arrival time of the guest.
6. Category of the guests should be as mentioned in the Allotment Policy of the Guest House (vide **Office order no. CIMN/R/F79/2023/513 Dated 13 May, 2023**).
7. A maximum of two guests can stay in a room.
8. When the extension of stay has not been allowed, the stay of person beyond the approved period will be treated as unauthorized.
9. Person using the University Guest House will pay for the damages caused by them to the building or furniture or fixtures or any other property of the University during his/her stay.
10. The guest house accommodation will be provided to the guests on category wise priority as mentioned in the allotment policy of the Guest House.
11. Reservation/Booking of accommodation in the guest house shall not confer the right of tenancy on the University premises.
12. The University shall have the right to get the rooms vacated at any time without giving any notice assigning any reason in case of unauthorized stay/over stay.
13. The guest house will be under the administrative control of officer/Incharge/Manager, so appointed by the Competent Authority of the University. The guest is expected to maintain the discipline, harmony and good behavior as per the norms stipulated during his/her stay.
14. The use of alcoholic drinks and smoking is prohibited in the rooms as well as in the guest house premises.
15. Taking Breakfast, Lunch and Dinner in the guest rooms is not allowed.
16. The University shall not be responsible for any loss or damage to a person or the properties of any occupant, during his/her stay in the guest house. The loss/damage of the guest house property is liable to be charged on the guest or the concerned host of the guest.