



# Dada Lakhmi Chand State University of Performing and Visual Arts, Sector-6, Rohtak

(A state University established under Haryana Act No. 24 of 2014)

## APPLICATION FORM FOR RESERVATION OF ACCOMMODATION IN GUEST HOUSE

1. Name \_\_\_\_\_ Designation \_\_\_\_\_
2. Official Address \_\_\_\_\_
3. Aadhar Card/Pan Card No. \_\_\_\_\_ Contact No. \_\_\_\_\_
4. Email ID \_\_\_\_\_
5. For Whom (Name) \_\_\_\_\_ Relation \_\_\_\_\_
6. Whether applicable Please tick any one of the following:  

<input type="checkbox"/>	Official Guest of the University
<input type="checkbox"/>	Staff of DLCSUPVA, Rohtak and DTE, Haryana.
<input type="checkbox"/>	Staff of other University/Govt. Institutions/Semi Govt. Institutions
<input type="checkbox"/>	Guest of University Staff
<input type="checkbox"/>	Others
7. Number of Rooms required (i) AC \_\_\_\_\_
8. Dates from \_\_\_\_\_ to \_\_\_\_\_
9. University Cashier Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs. \_\_\_\_\_ Attached.

### Instructions

1. Meals will not be served in Rooms.
2. The University reserves the right of cancellation of booking at any stage without assigned any reason.
3. Payments towards reservations of (Rooms) is to be deposited in advance.
4. **Check-out time shall be 12:00 Noon.**
5. Damage if any, cost of item will be borne by the applicant.
6. Gambling, Smoking and consumption of liquor is strictly prohibited in the Guest House.
7. Meal timings in the dining hall is to be strictly adhered to.
8. Only authorized person with close relation of the applicant is allowed to stay in the Rooms.
9. In all cases, applicant is responsible for any type of mis-happening, losses and damage of items.
10. The valid I.D. proof with photocopy (Aadhar Card/Govt. ID/ Voter Card/Driving License) of the applicant must be attached.

I have read above instructions carefully & will abide by all the Rules & Regulations of the University.

Signature of Applicant

Remarks: Allowed, If available.

In-Charge Guest House

**REGISTRAR**