

# HIDAYATULLAH NATIONAL LAW UNIVERSITY

## NAYA RAIPUR-492002, CHHATTISGARH

### University Guest House

The Guest House is primarily meant for official guests of the Hidayatullah National Law University/participants of Seminars/Workshops/Symposia/Conferences/Training Programs, organized by the University as well as Parents/Guardian of the existing regular students of HNLU only.

### **BOOKING PROCEDURE:**

Booking can be made through a request in writing for reservation of rooms to the Registrar, Hidayatullah National Law University, Naya Raipur- 492002, Chhattisgarh, India or through e-mail [registrar@hnl.u.ac.in](mailto:registrar@hnl.u.ac.in) and after getting confirmation from the registrar office booking will be considered. Such provisional bookings are liable to be cancelled without assigning any reason in case the University needs the rooms for its own use.

An inventory of articles for use in the rooms is available in each room. The guests are requested to check these items at the time of occupying the room. The responsibility for any missing item will thereafter rest with the guests. The guests are responsible for proper use and upkeep of the materials /fixtures provided in the rooms as also in the guest house. They shall be liable to pay charges for any loss or damage caused during their stay.

### **Duration of stay:**

Ordinarily a person will be allowed to stay for maximum 3 days only. In exceptional cases the extension may be granted subject to the prior request to the Registrar with the approval of Hon'ble Vice-Chancellor depending upon the availability of rooms. Therefore, all such requests should be sent to the Registrar at least 24 hours in advance. Where the extension of stay has not been allowed, the stay of the person beyond the approved period will be treated as unauthorized. Guests are required to make entries in the Register with the Guest-House-Keeper before occupying the room. Guests are required to give details of their identity.

### **Check-In/Check out:**

12:00 Noon

### **Cancellation:**

Cancellation, if any should be made at least 7 days in advance. If no cancellation is made in time, the guests will have to pay till the date of departure even if the room remained vacant because of the late arrival of the guest. The University reserves the right to cancel or refuse accommodation if it is satisfied that the stay of such person(s) is not in the interest of the University.

**Tariff:**

<b>TARIFF</b>		
<b>Type of Rooms</b>	<b>Single</b>	<b>Double</b>
<b>Air Conditioned Rooms</b>	1000.00	1250.00
<b>Suite</b>	1250.00	1500.00

- The tariff is subject to change at any time without notice.
- All dues should be cleared before departure during office hours (10:00a.m.-5:00p.m.) on working days.
- At least 50% rental charges should be paid in advance at the time of occupying the room.
- Please demand official receipts for all payments made.

**Some Do's and Don'ts:**

- Persons staying in the Guest House are not entitled to bring in unauthorized guest(s) to stay with them in the Guest House.
- The Guest House closes at 10:00p.m. in winter and 11:00p.m. in summer. Those staying out for the night or coming late should inform the Guest-House-Keeper/Security Guard in advance to avoid any inconvenience.
- The University authorities are not responsible for valuable items kept in the rooms.
- Male visitor guests are not allowed in the rooms occupied by female guests and vice-versa.
- Alcoholic drinks in the Guest House are strictly prohibited.
- Any damage or loss to the Guest Houses will be subject to a fine which would be paid by the Requisitioner.
- Visitor for guests residing in Guest House is allowed from 10.00a.m. to 10.00p.m. only.
- Pets are not allowed.
- Damaging of property or defacing any notice/poster/walls etc. of the Guest Houses is illegal.
- We do not accept credit/debit cards, payment is accepted only in cash.
- All visitors coming to see a guest staying in the guest house shall have to make entries in the register available with the Guest-House-Keeper/Security Guard.
- Cooking/Washing is not allowed in the rooms.
- Food/meals, except tea/coffee/cold drinks, are served only in the dining hall.
- The guests are requested to switch off the lights and fans, close windows and lock their rooms when they go out.
- The Guest House is meant for you. Please help us to keep it clean.
- There is always room for improvement. Suggestions/complaints, if any may be put in the suggestion box outside the guest house office.

**Booking/Reservation:**

**Email:** registrar@hnl.u.ac.in

By Orders

  
Registrar (I/C)