

Guest House Room Booking Guidelines

Use of Guest House facilities is permitted with the following guidelines:

Important Rules / Procedures

- Accommodation in the IAS guest house and its annexe is meant for approved institutions.
- All meals are available on a -la-carte basis.
- Check-in and check-out time: 12 Noon.
- Bills are to be settled on presentation or before departure.

Booking of rooms

- Requests from individual institution shall be considered for booking up to maximum of 3 rooms at a time.
- Requests from Govt. institutions/Universities/autonomous institutions/Banks/PSUs shall be considered for booking up to a maximum of 3 rooms at a time.
- Rooms can be booked one month in advance by all members, whether residing in India or abroad.
- No room booking will be entertained during IAS seminars, symposia and meetings.
- IAS employee and former employee will have priority over other bookings.
- The guest house rooms are to be used only for residential purpose.
- Booking of guest house rooms are not permitted for press conference, meeting, party etc.
- Members residing in India can book accommodation for maximum periods of 07 days in a month.
- The period of stay can be extended to a maximum of 15 days in a month, in each case subject to availability of rooms.
- Members residing outside India can book Accommodation for a maximum period of 15 days in a quarter.
The period of stay can be extended up to a maximum of 25 days in a quarter, in each case subject to the availability of rooms.

Group Bookings

- Corporate sector can make group room bookings, Conference Hall and catering and get 20% discount.
- In case of group booking, 100% advance payment for the entire period of stay will be collected at the time of the booking.

Confirmation of Reservation

- Verbal request from Members for allotment of rooms shall be taken as provisional Bookings. Allotment of rooms shall be effected only on receipt of written communication/Fax / E-mail / letter from the Member concerned within 3 days of his /her request. If the written communication is not received within 3 days, cancellation of Provisional Bookings will be effected.

Cancellation

For group bookings

- In the event of cancellations made 15 days prior to the bookings, the full amount paid as advance payment will be refunded.
- If cancellation is made 7-14 days prior to the booking, 25% rent of the rooms booked will be deducted from the advanced paid.
- If cancellation is made 7-3 days prior to the booking, 50% rent of the rooms booked will be deducted from the advanced paid.
- Cancellation less than 72 hours before booking will incur a 100% deduction of room rent (maximum 3 days) from the advance paid.

For individual bookings:

- If room cancellations are made with less than 72 hours remaining from the occupancy date, the full room rent (Maximum 3 days) for those dates will be charged to the institution, for occupancy dates beyond 72 hours from the date of receipt of the cancellation notice, the entire room rent will be refunded. This does not apply on group bookings.

Retention

When guest fail to arrive without prior notice or information, it is considered as 'no-show'

- For group bookings, if no-shows occur, the full rent due for the entire period of the bookings will be retained.
- For individual bookings, if no-shows occur, the full rent due for the entire period of the bookings will be charged.
- In case of guests, the members sponsoring the guests will be required to pay the retention charges.

Extension / Overstay

- Guests requests for overstay would be accommodated by the Reservation Desk (up to next 48 hrs.), if rooms are available, after adjusting wait-listed members and provided written requests are made by the guests.
- If rooms are not available, then the Reservation Desk will inform the guest and the guest will have to vacate the room. In the event of failure to vacate, a penalty amounting to four times the room rent will be levied.
- Extensions which do not fall within the process mentioned above will not be possible.
- In cases of overstays or extensions by guests without permissions, the following penalties will be imposed:
 - a) Rent will be charged four times the normal rate.
 - b) All room services will be suspended.

Note: The above may kindly be read in conjunction with the rules already circulated to approved institutions. Copies are available with Receptionist on duty.