

**MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE  
GWALIOR**

**GUEST HOUSE ROOM SERVICES BOOKING FORM**

1. Name of the Department: .....
2. Numbers of Guests Visiting: .....
3. Names of the Guests: 1) .....  
2) .....  
3) .....  
(In case of more no. of guests attach a list separately)
4. Organization/Institution of the Visiting Guest(s): .....
5. Arriving On: Date: ..... / ..... / ..... Time: ..... : ..... AM/PM
6. Leaving On: Date: ..... / ..... / ..... Time: ..... : ..... AM/PM.
- Purpose of Visit (Official/Personal): .....
- Account Chargeable: .....

8. Type of accommodation: Single (A/C) Double (A/C)

9. Details of the person making the booking:

- a) Name: .....
- b) Enrolment in case of Students: .....
- c) Designation and Dept: .....
- d) Contact No.: .....

Signature of Staff / Student Requesting Accommodation

Signature of the Sanctioning Authority	..... (Signature)
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**For office use only**

\_\_\_\_\_ Room (s) / \_\_\_\_\_ Suite may be allotted in MITS Guest House at the rate of Rs. \_\_\_\_\_ per room per night of stay from \_\_\_\_\_ till \_\_\_\_\_.

**Estate Officer**

Room / Suite No.	Allotment Date & Time	Departure Date & Time

**Guest House Supervisor**

Application for the guest house should be sent directly to estate officer. For official booking approval of Controller Exam/Registrar/Dean's is required as the case may be.