

**APPLICATION FORM FOR BOOKING OF PARENTS GUEST ROOM**

To

Date: \_\_\_\_\_

The Provost  
Jubilee Hall  
University of Delhi  
Delhi-110007.

**Subject: Request for booking of Parents Guest Room**

Respected Sir,

I would like to bring to your kind notice that my parents are coming to see me / or for some work in Delhi. Therefore I, request you to book Parents Guest Room of this Hall for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ as per details given below:

Name(s) Father \_\_\_\_\_

Mother \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of Visit \_\_\_\_\_

Status of dues Cleared / Not Cleared

Status of applicant in the Hall Bonafide / Non-bonafide

I shall make the payment in advance and take the responsibility of al the things kept in the parent's guest room.

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Room No. \_\_\_\_\_

**NOTE:**

- 1) **NO PERSON OTHER THAN PARENTS WILL BE ALLOWED TO STAY IN THE PARENTS GUEST ROOM.**
- 2) **PAYMENT FOR BOOKING IS REQUIRED TO BE DEPOSITED IN ADVANCE AND NO REFUND WILL BE GIVEN ON CANCELLATION OF BOOKING, IF ANY.**
- 3) **FOR BOOKING OF PARENTS GUEST ROOM RESIDENTS ARE REQUIRED TO APPLY WELL IN ADVANCE i.e. A WEEKS BEFORE THE DATE OF BOOKING.**

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(FOR OFFICE USE ONLY)

**SECTION OFFICER**

**RESIDENT TUTOR**

**WARDEN**

**PROVOST**