

KHANASPUR GUESTHOUSE –RESERVATION PROFORMA AND

TERMS AND CONDITIONS

1. Eligibility Criteria

- Bookings will only be done for IIUI employees and their immediately families. The employee is required to stay at the Guesthouse during the booking period.

2. Booking Process

- Reservations must be made at least **4 days in advance** to accommodate logistical planning, weather dependencies, and staffing adjustments.
- All applicants must submit this duly filled proforma and await confirmation from P&PR before proceeding.
- Guests are expected to comply with IIUI's Code of Conduct and any local regulations issued by the Abbottabad district administration or Galiyat Development Authority (GDA).

3. Restrictions

- The guesthouse may not be used for any unlawful, political, or disruptive activities.
- Subletting, unauthorized gatherings, or commercial use is strictly prohibited.
- Any misuse may result in immediate cancellation, eviction, and blacklisting from future bookings.
- Only the employee making the booking and his/her immediate family for Khanaspur guest house may be accommodated in the guest house; Non-IIUI Individuals or families of non-IIUI persons shall not be entertained under any circumstances.

4. Security & Local Coordination

- All booking requests shall be routed by P&PR to the Security Office and concerned staff at Khanaspur for prior registration.
- Due to the remote terrain, guests must cooperate with staff on check-ins and comply with safety instructions during inclement weather or emergency conditions.

5. Financial Terms

- 100% payment is required in advance upon confirmation of booking.
- Cancellations must be made 48 hours before the date of stay.
- Guests will be financially liable for any damage, misuse, or extra cleaning charges as assessed by IIUI administration.
- Payments must be deposited in the following official account:
Bank Alfalah Account No. 59635002471381
IBAN: PK09ALFH5963005002471381

6. Utilities, Access & Seasonal Limitations

- Guests are advised that Khanaspur's facilities are subject to weather-induced limitations such as load shedding, water shortages, or blocked access routes.
- The guesthouse does not guarantee uninterrupted internet, heating, or vehicular access during heavy snowfall or rain.

7. Privacy & Data Protection

- All personal information submitted during booking shall be handled confidentially, used solely for administrative, security, and legal compliance purposes.

8. Submission Protocol

- The duly filled **Reservation Proforma** must be emailed to the following addresses:
 - **rsv.ghKP@iiu.edu.pk**
 - With **cc to:** *incharge.protocol@iiu.edu.pk* for approval and processing.

9. Additional Terms & Facility Limitations

- Currently, there is no heating system available. Guests may arrange gas heaters on their own.
- Change in booking dates will not be possible.
- Accommodation may be booked for a maximum of three (03) days only. Extensions will not be granted, even if the same guest attempts re-booking under another employee's name.

- Water shortage is a common issue in Khanaspur. In such cases, guests may arrange water themselves, though the caretaker will assist where possible.
- Any damages or losses must be recorded in the register provided by the caretaker at check-in and check-out.

PROFORMA FOR BOOKING – IIUI KHANASPUR GUESTHOUSE

(To be filled by the applicant and submitted as per above protocol)

1. Name of Applicant:

2. Department:

3. Postal Address:

4. Dates of Intended Stay (from – to, inclusive of both days):

_____ to _____

5. Emergency Contact Details:

Name: _____

Phone: _____

Relationship: _____

UNDERTAKING

I/we agree to:

- Comply with IIUI's guesthouse Terms & Conditions and local administrative protocols.
- Avoid any activity that may pose reputational or security risks to IIUI.
- Respect the natural environment and observe safety protocols related to terrain and weather.
- Take responsibility for any damage or violation during the stay.

Signature of Applicant: _____

Date: _____