



UNIVERSITY OF LORALAI

ACCESS

QUALITY

RELEVANCE

GUEST HOUSE REQUISITION FORM

All fields are mandatory. Incomplete forms will not be processed.

Section A – Applicant Information

Name of Applicant	
Designation	
Department/Section	
Contact No.	
Email Address	
Signature	

Section B – Guest Details

Name of Guest	
Designation/Organization	
Purpose of Visit	
Special Requirements (if any)	

Section C – Stay Details

Check-in Date & Time	
Check-out Date & Time	
No. of Rooms Required	
Room Preference (Single/Double)	

Section D – Authorization

Designation	Signature
Head of Department (if applicable)	
Dean (if applicable)	
Registrar	
Vice Chancellor (Final Approval)	

Section E – Rules & Regulations

1.	Booking should be made at least 3 working days in advance.
2.	All guests must provide valid CNIC or identification upon check-in.
3.	University reserves the right to approve or deny guest house accommodation.
4.	The guest house is intended for official/university-related guests only.
5.	Guests must maintain cleanliness and avoid damage to property.
6.	Any damage caused during the stay will be charged to the requesting department.
7.	Consumption of alcohol, drugs, or unlawful activities is strictly prohibited.
8.	Quiet hours must be observed between 10:00 PM to 6:00 AM.
9.	Check-out must be completed by the mentioned date unless formally extended.
10.	Misuse of guest house facilities may lead to disciplinary action against the applicant.