Republic of the Philippines

**BATANGAS STATE UNIVERSITY**

ARASOF-Nasugbu

Nasugbu, Batangas

**BatStateU HOSTEL**

**Hostel Room Guest’s Registration Form**

**GUEST’S INFORMATION**

PRINCIPAL GUEST NAME

**LAST NAME FIRST NAME M.I**

DATE OF BIRTH

ADDRESS

E-MAIL ADDRESS

CONTACT NO.

OTHER GUESTS NAME

AGE

DATE OF BIRTH

1.

2.

3.

4.

ARRIVAL DATE DEPARTURE DATE

CHECK IN TIME CHECK OUT TIME

NO. OF ADULT/S NO. OF KID/S

ROOM NUMBER ROOM TYPE

REMARKS/SPECIAL ARRANGMENTS

REGISTERED BY:

**Data Privacy and Protection**

During your stay, information will be collected about you and your preferences in order to provide you with the best possible service. The information will be retained to facilitate future stays at BatStateU ARASOF Hostel. If there are any questions regarding this data privacy, feel free to let us know at [hostel.nasugbu@g.batstate-u.edu.ph](mailto:hostel.nasugbu@g.batstate-u.edu.ph)

By signing, you are expressly giving your consent to the collection and storage of your personal data as provided herein.

PRINCIPAL GUEST’S NAME & SIGNATURE

Republic of the Philippines

**BATANGAS STATE UNIVERSITY**

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**BatStateU HOSTEL**

**HOSTEL ROOM GUIDELINES**

1. BatStateU Hostel is a non-smoking area.
2. Standard Check-in time at 2:00 pm and 12:00 noon check out time.
3. The hostel is located at BatStateU ARASOF - Nasugbu Campus. Maintaining good relationships with faculty and students must be observed. Be generally mindful by their presence as they move around the building.
4. Toned-down sounds between 7 AM until 6 PM are observed in consideration for the faculty and students during class hours.
5. No Curfew administered for all the guests, however perceive not to disturb others upon returning to the Hostel late at night.
6. Hostel Laundry Service for Php 100.00 per kilogram, inclusive of powder detergent w/ color protection and fabric softener. Housekeeping to assist with laundry provided with laundry bag.
7. Trash Bins are placed around the Hostel. Proper throwing of trash helps us maintain the cleanliness of the facilities for the guests as well as for the faculty and students.
8. Turning off the lights and air-conditioning as well as the faucet before leaving the Hostel room will help us conserve energy and water.
9. BatStateU Hostel is not liable for any lost or damage of guest’s personal belongings.
10. Room Keys can be deposited at the reception. Any lost key will be charged accordingly.
11. Incidental charges will apply for any loss or damages at the Hostel property during the guest’s stay. Settlement must be done before check-out/departure and must be settled through cash.
12. The management reserves the right to refuse entry/stay to individuals violating Hotel policies and guidelines.
13. Hostel Housekeeping staff is authorized to enter your room with or without guests inside for a housekeeping operation.

**PROHIBITED ACTS**

* Uncooked foods and cooking inside the Hostel room of prohibited.
* Deadly weapons and illegal drugs are STRICTLY PROHIBITED inside the hostel.
* Drinking inside the Hostel room is not allowed. Hostel Bar on the ground floor can be used for any alcoholic beverage consumption.
* Pets are not allowed inside the property.
* Only registered guests are allowed to stay in the Hostel room.

For further clarification and queries please feel free to contact us at 09756164034 or email us at [hostel.nasugbu@g.batstate-u.edu.ph](mailto:hostel.nasugbu@g.batstate-u.edu.ph)

Thank you. We look forward in welcoming your group here at the Hostel!

*I have read and understand all the guidelines and prohibited acts at BatStateU ARASOF Hostel during my stay. I am signing this freely and voluntarily to formally acknowledge our liabilities stated on the guidelines above.*

*PRINTED NAME SIGNATURE DATE*