**Control No: YYYY-MM-\_\_\_\_\_\_\_**

**GUEST REGISTRATION FORM**

NAMES OF GUESTS:

|  |  |
| --- | --- |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Group Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE/AGENCY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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REASON OF STAY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE CHECK IN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE CHECK OUT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TIME CHECK IN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME CHECK OUT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ENDORSED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IN CASE OF EMERGENCY, PLEASE NOTIFY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DORMITORY GUIDELINES**

1. BAR Dormitory, operates/provides/serves the housing for agri-fishery researchers, scientists, students or further persons if it allows the capacity of dormitories. For this purpose, every person staying at BAR Dorm has to be signed up in the registry of housed persons in the Office of the Director/Administrative Division through Ms. Abigael Grettchin.
2. All dorm reservations via letter or phone request will be processed by the Administrative Division through Ms. Abigael Grettchin. Reservations are subject to availability. “NO WALK IN POLICY.”
3. All guests must check-in with the lobby guard/desk when entering/leaving the dormitory. Guests/visitors must show proof of identity (passport, ID, etc.).
4. BAR Dorm Manager/Admin. Officer/Guard on duty should be informed of guest’s length of stay. Please indicate check out time and date in the registry of housed persons. Extension of stay is subject to availability.
5. Dorm fee is PhP250.00 per night. All BAR dorm Accommodation Fees must be paid **BEFORE CHECK-IN** at BAR Cashier’s Office.
6. Visitors/guests from DA Regional Field Offices and State Colleges and Universities are free of charge provided that they are invited by the Bureau to participate in events and activities. However, if the events or activities that they will attend to are NOT BAR-related, they will pay the dorm fee indicated above.
7. **Upon Check-in,** the beddings will be handed to the occupant/s and should be properly surrendered to the dorm-staff. U**pon Check-out**, in the absence of the said person, the DA-BAR guard on duty may do the same.
8. **If you need any assistance or in case of emergency you can contact our lobby guard at (local 1101).**

**DORMITORY HOUSE RULES**

1. Guests should submit their belongings for inspection to the guard on duty.
2. Any harmful objects (e.g. knife, gun, etc.) should be surrendered to guard on duty. You can claim it once checked-out.
3. BAR dormitory has to be locked up every day from 19:00 to 05:00. Within this period guests will be let in only if they show their identity card.
4. Visitors not housed in the dormitory may be entertained from 08:00 to 22:00, whereas the visit has to finish/terminate at the latest at 22:00.
5. Within 22:00 till 6:00 there has to kept night peace on the dormitory.
6. Smoking, consumption of alcohol, drugs and other addictive substances including any form of betting are not allowed on all BAR premises.
7. Keep cleanliness and order in the room and facilities by individual tidying up, and economize on power and water.
8. Limit movement on presence of female/male guests to their respective premises.
9. It is the discretion of Dorm management to fill-out one dorm room first.
10. Avoid bringing of food inside the dorm room. A dining table in the receiving room is provided for guests.
11. Washing of clothes is not allowed.
12. Valuables are responsibility of the guests.

**GUEST HOUSE GUIDELINES**

1. For those who will stay for long periods of time:
2. All guest house reservations via letter or phone request will be processed by the Administrative Division through Ms. Abigael Grettchin. Reservations are subject to availability. No walk-in guest/s is allowed.
3. All guests who will occupy the guesthouse must check-in with the lobby guard/desk when entering/leaving. Guests/visitors of occupants must show proof of identity (passport, ID, etc.).
4. BAR Guest House Admin. Officer/Guard on duty should be informed of guest/s length of stay. Extension of stay is subject to availability.
5. All BAR guest house Accommodation Fees must be paid **BEFORE CHECK-IN** at the BAR Cashier’s Office. A one-month advance payment should be made, subsequent payment should be paid monthly in advance.
6. Monthly rate per person is Php 4,000.00 per head.
7. Only a maximum of four (4) pax is allowed or two (2) persons per room.
8. For short staying guests:
9. Rate per day per person is Php 400.00

**GUEST HOUSE RULES**

1. Guests/visitors of occupants must show proof of identity (passport, ID, etc.) to the lobby guard before entering the guesthouse and should not stay beyond 10:00pm on Mondays to Fridays. No visitors or guests are allowed to enter the guesthouse on weekends and holidays.

***We are aware and agree to observe the above house rules and guidelines:***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature over printed name/date*

Assisted by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BAR-DORM STAFF/ GUARD ON DUTY**

*Signature over printed name/date*