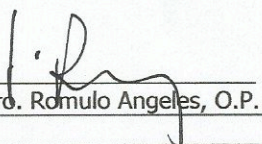


Policy No:	ADM-POL-FNR-0015
Policy Title:	Reservation and Accommodation Policies for Guests
Implementation Procedure:	ADM-PROC-FNR-0014 Reservation and Accommodation Procedure for Guests
Date of Issuance:	S.Y.2010-2011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Finance and Resources Department
"Supersedes" Notification:	
Purpose of Policy:	This policy defines the terms and conditions in the acceptance of guests in the Colegio's dormitory.
Detailed Policy Statement:	<ul style="list-style-type: none"> • The Colegio's dormitory is open for guests upon approval of the Dorm Administrator. • A day of stay in the dormitory starts at 8:30 am and ends at 8:29 am on the following day. • The Colegio's dormitory does not charge an hourly rate. Guests must pay the minimum one day stay. • Guests are expected to follow the rules and regulations of the Dormitory. Any guest found to violate any of the dormitory's policy can be charged with fines and perpetually denied of accommodation in the future. • All reservations are valid for three days during lean periods. However, the stay can be extended if the bed is still vacant. • During the peak seasons, the Colegio does not implement reservations. The "First Come First Served" policy shall apply. • All guests are assisted and oriented by the Section Head of the Dormitory. • Only the Colegio's Cashier or the Dormitory Administrator is allowed to accept payments and issue receipts for the accommodation payments. • All guests should provide their own beddings, linens, pillows and beddings. • Guests are required to sign the Dorm Occupancy Agreement.
Applicability:	Finance and Resources Department
Policy Approval Authority:	Finance and Resources Director
Related Policies or References	Dorm Occupancy Agreement Form
Definition:	
Prepared by:	Planning, Funding and Development Office
Approved by:	 Bro. Romulo Angeles, O.P.
Date of Approval	

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