



**Archaeological Studies Program
Lakandula St corner Emilio Jacinto St.
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Quezon City, Philippines 1101**



Memo No. ASP GBT 2017-2

21 June 2017

Revised Albert Hall Guestroom and Villadolid Dormitory Guidelines*

Rates:

Villadolid Dormitory – Php 100/pax/night/bed

Albert Hall Guestroom – Php 100/pax/night/bed or Php 500/pax/night/entire room

Booking

1. To book a room, please send an email to ASP at asp@upd.edu.ph with the following information:
 - a. Full name
 - b. Arrival date
 - c. Departure date
 - d. Number of pax
 - e. Reason for staying
2. An email confirming your booking will be sent to you.
3. Payments should be made upon arrival at the Administrative Office. Look for Ms Digna Jacar. Please request for the Provisionary Receipt.
4. Guest/s are required to sign the Regulations Agreement (attached).
5. Guest/s should pay a key deposit for Php 500. This is refundable upon the return of the key.

*Exclusively for ASP and ASP affiliates

Regulations for Albert Hall Guestroom and Villadolid Dormitory

1. No items shall be removed from the rooms.
2. Any damages in the rooms incurred shall be charged to the occupant/s. Payments should be settled with Ms Digna Jacar.
3. No alcoholic beverages will be allowed inside the room.
4. SMOKING IS NOT ALLOWED inside the room except in designated areas.
5. ILLEGAL DRUGS are strictly prohibited.
6. CLEANLINESS is strictly implemented. Tenants must not dispose any waste materials through the windows, hallways, and along the premises of Albert Hall and Villadolid Hall.
7. Washing of clothes is not allowed in the comfort room or lavatory. A washing machine is available outside The Albert Hall Guestroom.
8. Only guests are allowed to enter the room/s. Guests/visitors will only be entertained at the ASP garden or lobby.
9. Hazardous goods and appliances like gas tanks, electric stoves, electric water kettles, flammable fuels, firearms, etc. is strictly prohibited in the premises.
10. Keep noise to a minimum in order not to disturb other guests accommodated in the rooms or individuals working in ASP.
11. ASP will NOT BE RESPONSIBLE for any losses to property, injuries to person (slightly serious, serious or fatal) that may occur inside the rooms. Guests are enjoined to exercise extreme care and diligence to avoid losses, damages, and injuries.
12. Guests are responsible in closing and locking the doors and windows for security reasons.
13. Upon leaving the rooms, turn off all water faucets, lights, and other electronic devices/appliances.
14. In using the toilets, please be considerate to the next user.
15. ASP reserves the right to inspect the room during the stay for strict compliance of the provisions. This is done in the presence of the guest.
16. Any items left in the rooms will be kept by ASP for 30 days. After 30 days, they will be discarded accordingly.
17. Your complaints and suggestions for improving the guest rooms are welcomed by ASP.
18. Guests are obliged to observe the provisions of these Regulations. If a guest/s is in breach of these rules, ASP has the right to disclaim the agreement and request him/her to leave the premises immediately.

I have read the above regulations and will strictly adhere to them.

Signature above printed name/date