



**APPLICATION FOR ADMISSION AS A LODGER IN
THE BOMBAY Y.M.C.A. HOSTEL/GUEST ROOM
412, LAMINGTON ROAD, MUMBAI-400004.**

To
The Secretary
YMC A Student Branch
Mumbai-400004

TO BE FILLED IN BY YMCA OFFICE

Arrival Register Serial No. _____
Room No. Allotted _____
Date of Arrival _____
Membership No./Receipt No _____
Guest Charges _____
Deposit _____
Total Amount _____

Dear Sir,

Being a member of the Bombay YMCA, I beg to apply for admission as a lodger in your hostel/Guest room situated at 412 Lamington Road, on the terms and conditions hereinafter set forth.

I am a member of _____ YMCA

Following are my personal particulars:

Full name of applicant (in block letters) _____

Date of Birth _____ Age _____ Nationality _____ Passport No.if any _____

Full permanent house address: _____

_____ City: _____ State: _____ Pin code: _____

Email Address: _____ Mobile: _____

Purpose of Visit: _____

Particulars of previous stay in any YMCA Hostel _____

Number of days for which lodging is required: _____

I herewith submit Rs. _____/- being lodging charges for _____ days plus membership fee if necessary.

I have read the rules of the Hostel and agree to abide by the same.

Admitted for _____ days

Yours faithfully,

Branch Secretary's Sign _____

Signature of Applicant

Signatures and addresses of two responsible persons willing to certify that the applicant is suitable for admission to the hostel and guarantee good conduct and behavior and observance of the Rules and Regulations of the Hostel by the applicant.

Name	Address	Signature



The Bombay
Young Men's Christian Association

BOMBAY YMCA STUDENTS BRANCH
412, DR.BADKAMKAR MARG,
MUMBAI-400004 Tel:-23824534/23855468/23809049
student@ymcabombay.com

HOSTEL RULES & REGULATIONS

Welcome to the YMCA Student Branch. It's your "**Home away from Home**". Make your stay here a fruitful time. Participate in the activities and programmes and GROW in SPIRIT, MIND and BODY.

1. DURATION OF STAY

The period of stay of a Resident in the hostel should not exceed 48 months or till the end of the course attending while joining the Hostel (whichever is shorter).

On admission, a GUEST SEAT is allotted. Subsequently, when a vacancy in the TERM SEAT arises the same may be allotted. After each TERM (which consists of 3 months) if the resident desires to extend his stay, he shall apply in writing to the BRANCH SECRETARY at least **2 weeks prior** to the expiry of the period of stay granted to him. The BRANCH SECRETARY having regard to the conduct and behavior of the resident, and the circumstance of the case, may extend this period.

Course Updates: Any change in the course undertaken must be intimated in writing to the Secretary along with documentary proof who will decide on extension of stay.

2. ABSENCE FROM HOSTEL

Any resident who wishes to go on leave or is absent from the hostel shall enter his name in the Leave register provided for that purpose. If unable to do so should intimate the BRANCH SECRETARY in writing. Anyone who absents himself from the Hostel for more than 7 consecutive days without previous written intimation to the BRANCH SECRETARY shall be deemed to have left the Hostel.

3. Curfew:

During week days all students must return to the Hostel before 10.30 pm. On weekends this time limit is extended to 11.30 pm.

Late Pass: If for as genuine reason a student has to stay beyond these timings then he must take a written late pass from the Secretary during office hours. The number of time this Late pass may be give will be restricted and as per the discretion of the Secretary.

3 HOSTEL FEES

Hostel fees must be paid by the 10th of each month. From 11th onwards Rs.10/-per day late fee will be charged.

Please collect all payment / deposit receipts within 3 days from the office.



4 VISITORS

No Visitors are permitted in the Hostel other than in the common room set apart for the purpose.

5 FEMALE VISITORS

No female visitors will be allowed in the hostel premises, other than in the common room set apart for the purpose

6 INSPECTION

The Branch Secretary may at his discretion open any room or rooms at any time for inspection

7 GAMBLING

No gambling of any kind shall be allowed in the premises of the Hostel.

8 INTOXICANTS & PROHIBITED SUBSTANCES

No intoxicants, narcotics or any other harmful substances shall be brought into or consumed within the premises of the Hostel.

9 TIDINESS

Residents shall keep their rooms clean and tidy.

10 STAFF

Residents shall treat the staff of the Hostel at all times with courtesy.

11 MUSIC

All vocal and instrument music and loud noise shall cease at 10.00 p.m.

12 PROPER DRESS

Residents shall be properly dressed when out of their rooms. Clothing with inappropriate statements, language or graphics will not be permitted.

13 VACATING THE HOSTEL

If a resident decides to vacate his bed or room prior to the expiry of the period for which he was allowed to stay in the hostel, he should give at least 30days notice of his intention to do so. If he fails to do so, he shall be liable to pay an additional 30 days fees.

The last month's room fee must be paid in cash.

14 ILLNESS

A) Any resident falling sick in the Hostel shall immediately report the same to the Branch Secretary.

B) If the Branch Secretary deems it necessary to call a doctor the resident shall be responsible for the Doctor's fees. In case of illness which is of an Infectious nature, or is likely to be of a long duration, the resident shall be moved from the Hostel.

15 PERSONAL BELONGINGS

Take care of your Mobile Phone and personal belongings. Keep them at your own risk.

16 LIGHTS/FANS

Lights and Fans should be switched off when not required & when you leave the room.



17 WATER

Do not waste water. Do not leave the tap running while shaving and brushing.

18 KEYS

Do not carry your room key with you. Deposit the key at the reception. In case you have lost the key kindly ask for a duplicate key from the reception or staff on duty.

During the end of Term all keys including the Cupboard keys must be deposited with the Secretary. He has the right to reallocate rooms and shift your belongings accordingly.

19 NEWSPAPER & LAUNDRY

Newspaper/Magazines and laundry service is available through our official supplier contact the office for details. Bills should be cleared directly on a regular basis.

20 ACTIVITIES

The timings of the various games and activities at the YMCA are from 7am to 1 pm & 4 pm to 9 pm. For residents an extension may be granted as deemed fit by the Secretary.

Study room: 7am to 1pm and 2 pm to 10 pm.

TV Timings: 7 am to 10 am, 1 pm to 2 pm & 7.00 p.m. to 10.30 pm.

Residents are expected to participate wholeheartedly in all activities and any absence must have the express permission of the Secretary.

21 MESS

All residents must join the self-managed mess. The deposit for the mess is Rs.3000/- and for mess card and T. V. Charges Rs.300/-. The mess is run by the students. The mess is closed once a month for maintenance. On Sunday the mess serves only Breakfast and Lunch - NO Dinner.

22 EXPULSION

YMCA has the right to suspend or expel a resident from the hostel in case of misbehavior or failing to follow the rules & regulations, which affects the discipline of the hostel.

Make use of this God given opportunity to grow in your personal and professional life.

Make friends and be good to your neighbor. If you have any special interest we can come together to organize the same.

Be proactive.