



Rambhau Mhalgi Prabodhini

Knowledge Excellence Centre

Keshav Srushti, Essel World Road, Village Uttan, Bhayander (West), Thane - 401 106, Maharashtra.
Tel : 845 01 01 / 02 / 03 Fax : 845 01 06

Rules and Regulations for patrons (Corporate Organisations) and guests (Voluntary Organisations).

A. General Instructions:

A.1. RMP-KEC is a unique facility created for the purpose of training and research only. It may please be noted that this is neither a resort, nor a guesthouse and still, much more than that. Persons, who are desirous of undertaking any research, or who are registered participants of a training programme (both trainers and trainees), or registered delegates/invitees for a particular event happening at the KEC or persons specially invited by the RMP-Management, only are expected to take advantage of this facility. Requests for overnight stay at the facility from any other person/s, other than the categories mentioned above cannot be entertained.

Patron or Guest organisations that have made the bookings are responsible for the behavior of their guests.

A.2. It may please be remembered that this is a facility, which is more than a resort. In order to maintain the academic character of this place, we earnestly request all our patrons and guests to not to bring along and consume alcohol while on the campus. All are expected to abide by this request. For those who have to smoke, smoking zones have been provided and all are requested to smoke only in those designated areas. **Smoking in rooms is strictly prohibited and violation of this rule will be viewed extremely seriously and it may attract penalty decided by the management.**

A.3. Patrons would undertake ensuring that the members of their group would move in the campus only while wearing the badges for all the time, clearly identifying their name and other details. No personal visitors or guests, drivers, security persons, relatives or friends who may come along with the patrons will be allowed to remain in the campus without prior permission of the RMP-KEC management. For catering bill purposes, even a child (in the age group of +3) will be considered as an adult member and charges will be calculated accordingly.

A.4 All our patrons and guests are requested to note that at a given time two

or more groups may be using this facility. Hence, please do respect other guests.

- A.5. Please secure your personal property/valuables. RMP-KEC management will not be responsible for lost, stolen, or left behind items, or damages.
- A.6. Please note that this is an academic centre. We expect that the patrons and guests use appropriate clothing while on the campus. It is requested that the patrons and guests will be avoiding using shorts in the Tejonidhi building.
- A.7. RMP-KEC management reserves the right to maintain a comfortable atmosphere in the facility and have the right to ask to leave, without prior notice, anyone who, in our judgment, creates a disturbance or nuisance, or deliberately breaks the rules. No refunds of fees will be made in such an event.
- A.8. No commercial photography and filming are allowed on the campus.

B. Amenities:

- B.1. All our guests and participants are welcome to use amenities such as Library, Gymnasium, Swimming pool (during limited and officially pre-arranged time and only with proper costume) and Recreational arrangements in the form of Chess, Carom and other limited games. Please make sure that you have given due notice to the Duty Officer for your event/programme of your desire to use these amenities so as to ensure proper arrangements. Use of these amenities is free of charge. Library will be open for all our patrons and guests, during normal office hours only. While using the library, rules prepared by the Library will have to be observed. Internet facility could be used (on payment of charges basis) for three hours, normally between 6.00 pm and 9.00 pm only, every day. Extra usage will be possible only after due pre-arrangement and additional Supervision Charges.
- B.2. The RMP-KEC management would gladly organise the services of a Yog Teacher on your official formal request. However, this service will attract separate fees. Also, limited amount of firewood and related items could be made available at COST, should you desire to use the campfire facility in the residential area. Advance intimation for this will be necessary.
- B.3. Patrons are normally not expected to keep their vehicles here, while on the campus. It is advisable to send back your vehicle and call it back again before you leave this campus. However, if it is absolutely necessary to park the vehicle here on the campus, it may please be noted

that it will purely at the owners' risk. For this purpose, a Vehicle Overnight Parking Form will have to be filled in. Security Personnel are authorized to disallow any unofficial overnight parking.

- B.4. Should the patrons require, a physician will be made available and patrons will have to pay for all the actual expenditure incurred.

C. Booking Formalities:

- C.1. We insist that all our prospective patrons and guests must visit this facility at the time of making a booking. Personal visit to our campus always helps getting a clearer idea of the facility, its distance from Bhayander and Mumbai and other aspects related to the location of the campus. Kindly therefore, avoid finalizing the hiring of our facility without having visited the same.
- C.2. No booking will be treated as confirmed without payment of 50% of the estimated amount of final bills, at least 15 working days in advance.
- C.3. For all our patrons, RMP-KEC tariff will be for 15pax at the minimum.
- C.4. Patrons are requested to nominate ONE person with due authority, as their event coordinator with whom, RMP-KEC staff, mainly through their Duty Officer, will be interacting as and when required. Instructions, officially received through such a nominated person will only be accepted.
- C.5. Patrons and guests must fill in the form while making a booking. No booking could be considered as final without our officially issued Confirmation Memo, which every patron/ guest will have to bring while using this facility. For the purpose of finalizing the bills, our official Confirmation Memo will be considered as the base document.
- C.6. Should the programme, for which booking made by a patron is cancelled, RMP-KEC management reserves the right to decide as to whether to return the advance payment fully or to deduct at least 50% part of the amount from the advance, as it deems fit.
- C.7. In the case of change in the number of participants, reduction or addition to the extent of 10% only will be accepted, only if informed in writing at least 24 hours before the booking commences, subject to availability of accommodation. No fluctuations thereafter to the lower side in the pre-decided number of participants for any purpose, will be entertained. In the case of fluctuations at the higher side, actual additional package charges will be levied.

D. Advance Payment and Billing:

- D.1. Patrons shall pay at least 50% of the estimated bill amount, through a crossed check or a Demand Draft, at least FIFTEEN DAYS in advance. Booking process will be considered as over only after the Advance Payment is done. Our office will be issuing a Booking Confirmation Memo along with the Advance Payment Receipt.
- D.2. It may please be noted that all the bills issued by RMP would have a component of 12.24% or as the case may be, as Service Tax, over and above the final amount of the bill in addition to other taxes applicable at that time.
- D.3. Booking this facility for any residential programme incorporates accommodation as per the pattern selected by the patrons, use of one training hall or a discussion rooms for NINE hours in a day and corresponding food package. Any extra usage of the training halls or discussion rooms with sound system, will attract extra charges at the rate of Rs. 500 per hour.
- D.4. While using the training hall/discussion room, apart from fixtures, patrons will be provided with two microphones fitted on a stand, an amplifier unit and two markers for using on the white board. Should the patrons require any other thing such as a tape-recording facility, cassette, projectors, lapel microphone, cordless microphone, flip chart, etc., extra charges as per the Training Aids Tariff Card will have to be paid.
- D.5. Photography and video shooting of the event is normally allowed. RMP-KEC management can make arrangements for these, on actual-charges basis, only if proper pre-intimation is received. Should the patrons decide to bring their own professional team for photography and video shooting, Rs.500 for three hours, per team will be charged extra as Service Charges.
- D.6. Patrons will be responsible for any damage done to the property or to the equipments and other gadgets, furniture or fixtures, used by them and they will have to compensate RMP-KEC immediately for the damage done.
- D.7. Patrons will have to undertake immediate settlement of sundry bills raised for the Phone, Fax (both incoming and outgoing), Internet usage and Laundry or Vehicle use charges when such charges are to be paid by individuals. Vehicles could be organised as per the requirement of the patrons, with prior written request and as per the actual charges, only.

E. Catering:

- E.1. Catering Services are provided through our official caterers only. Patrons are requested to avoid bringing any outside eatables. Catering services will be provided as per the food packages available and as per the menu mutually agreed upon, (as mentioned in our confirmation memo) on per person-per day basis. Patrons are requested to not to approach our caterers directly and issue instructions or give any kind of feed-back. Eating outside eatables in our rooms, or in the dining hall is strictly prohibited.

- E.2. Save for the morning tea/coffee, no room service will be provided. All other food services will be provided in designated areas only. Should you have any complaint, suggestion to offer or feedback to be given about the food service, please contact our Catering Services Supervisor who would be present at every service (except morning tea) and make a note in the service register accordingly.

- E.3. Since this facility is located in a remote area and since no eateries are available in the vicinity, patrons and guests will have to ensure that proper advance notice is given for late-coming guests. Arranging food at a short notice will be difficult

I, -----
officially representing -----
----hereby officially accept all the rules mentioned above and undertake to abide
by them.

Signature and designation of the person