

## **WELCOME TO UPM'S GUEST HOUSE**

We hope you will have a great stay in our room/apartment and that it will be an enjoyable experience for you. This house is managed by the International Division for the benefit of visitors and mobility students of UPM.

UPM Guest House are provided for:

- Mobility student from sbroad who undergo mobility program in UPM (1 day to 1 year)
- Visitors from overseas who take a sabbatical/ visit/ research/ seminars etc in UPM (1 day to 3 months)
- UPM's full-time international students. A maximum of 7 days depending on the availability of accommodation.
- UPM international staff full time. A maximum of 7 days depending on availability
- UPM employees. A maximum of 7 days depending on availability.

There are two (2) types of accommodation available at the Guest House UPM:

### **1. Apartment**

- Air Conditioned
- 3 fully furnished bedrooms which can housed 5 people
- 3 bathrooms
- living room
- kitchen
- refrigerator, kettle
- Wifi
- Rate: RM 190/day (inclusive 6% GST)

### **2. Studio Room (for 2 pax)**

- Air Conditioned
- 2 single beds
- bathroom
- refrigerator, kettle
- Wifi
- Rate: RM 85/day (inclusive 6% GST)

## **CHECK-IN / CHECK-OUT**

Unless agreed otherwise: Check-in time for arriving guests will be 3.00 p.m.  
Check-out time for departing guests will be 12.00 p.m.

## **BASIC RULES**

Please take care of the house. We take pride in keeping the house immaculately clean for your enjoyment, and while we expect to clean up after your departure, we would ask that you co-operate and try to leave the place as you found it. In particular, the following rules should be followed:

- No smoking.
- No shoes in house. Please remove your shoes on entry. We provide some slippers for your feet, we recommend you bring your own, or simply some heavy socks.
- No loud music or noise that may disturb the neighbours
- No consumption of drugs, alcohol, pork and related products.
- The house contains a number of 'moveable' items such as furniture, beddings, kitchenware, appliances and more. All items are to remain in the house and all loss/damage is to be reported. You are responsible for any loss or damage to such items, apart from normal wear-and-tear items like light bulbs, etc.
- We take no liability for any injury, damage to your property, loss of belongings in connection with your stay here.
- You are strictly not allowed to do any renovation or alteration to the structure of the house.

## **WATER & ELECTRICITY**

All water and electricity use is included in your rental, but we would ask you to please conserve Water and electricity where possible: do not let the water running if it's not necessary, switch off all lights and TV when leaving for any time; be sure to switch off the electric hob & other kitchen appliances when not in use.

## **KITCHEN AND COOKING (only for apartment)**

The kitchen is provided with basic utensils, cookware and housewares.

Please report and breakages/malfunctions. We realize that accidents happen, so as an exception to the general rule about breakages, we will not hold you liable for glassware/tableware damage unless clearly excessive or intentional.

We provide a 2-burner electric hob for basic cooking. Normal cooking precautions apply – switch off entirely when done and be aware that the surface stays hot after you switch off for some time.

There is also an electric kettle for use.

## **BEDDING AND TOWELS**

We provide bedding and some towels (according to the number of guests).

## **For any enquiries and to make reservation, please contact:**

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