

SATSA BHAWAN

8D, Krishna Laha Lane, Kolkata - 700012

- **GENERAL INSTRUCTIONS FOR MEMBERS**

1. Only current members of the Association are eligible to use the SATSA Bhawan booking system. Members can book rooms for honorary members, near relations, and friends. However, it is advisable not to book rooms for persons who are not well known to the member.
2. After successful online booking, please produce the system-generated payment slip to the caretaker at the time of receiving the key for the booked room.
3. Maintain cleanliness and decorum inside the premises at all times.
4. Each room is equipped as per listed specifications. Please do not move furniture or bedding from one room to another.
5. Cooking inside the rooms is strictly prohibited.
6. The rooms are to be vacated within the checkout time as mentioned on your booking slip.
7. Any damage to furniture, fixtures, or property will be charged to the concerned member.
8. Members are requested to keep noise levels low and avoid disturbance to other occupants.
9. SATSA management reserves the right to cancel or refuse a booking if necessary.

For any assistance, please contact the caretaker during office hours.