

Form of Application for Reservation of Guest House (Room)
University of Ruhuna
Wellamadama, Matara

Part A (to be completed by the applicant)

1. Name of the Applicant :
2. Designation :
3. Official Address :
4. Telephone Number :
5. NIC No :
6. Number of Rooms Requested : Non.AC: Double []
7. Details on Reservation

| Names of Persons who need accommodation | Sex M/F | Relationship to the applicant * | Purpose of visit Private/Official** | Check in Date | Dcheck out date | No of days |
|---|------------|------------------------------------|--|---------------------|-----------------------|---------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |

*If official, indicate the designation of the person concern.

** If official, indicate the purpose of the visit and the Part-B and C should be filled

Date:.....

.....
Signature of Applicant

PART B

(To be completed by the Head of Department/Unit/Division)

Reservation for Official Visitors

Please note that payment can be done using University Annual allocations only if Visiting staff has to travel more than 75Km for return journey and visiting lecture is scheduled in the afternoon and/or same lecture series will be continued on the following day too.

1. If the visitor/visitors attending to conduct visiting lectures. Please indicate;

(i) Distance from home/work place to University: .m

(ii) Time period of lecture: From rs. to s.

(iii) Whether same lecture series is on following day: Yes/No

(iv) If yes to above (iii), Indicate the time period : From s. to

2. If the visitor/visitors attending for seminar/conference/workshop as invited person/persons; Room fee should be paid from relevant event budget.

If the above payment is not done through relevant event budget or visitor/visitors participating the approval of the Vice-Chancellor is needed for providing the accommodation facilities using the Annual allocation or Generated Funds.

(i) Payment is done through event budget : Yes/No

(ii) Payment is done through Annual allocation and Vice-Chancellor approval is attached.

Yes/No

The Department/Unit/Division is/is not prepared to pay the Room rent of the above Visitor/Visitors from the Department/Unit/Division annual allocation from Faculty or General Funds.

Date:

.....
Signature of Head of Department/Unit/Division

PART C

(To be recommended by Dean of the Faculty of Head of the relevant Branch)

Recommended/Not recommended, on payments.

Date:

.....
Signature of Dean/SAR/AR

PART D

(To be completed by General Administration Branch)

Ref. No.....

.....(Number of Rooms) Room/Rooms can/cannot be allocated and relevant charges are given below)

| Type of Room | Room Number | Duration of Occupation | Unit Cost | Total Cost | Vote Type of Payment |
|--------------|-------------|------------------------|-----------|------------|----------------------|
| | | | | | |
| | | | | | |
| | | | | | |

.....

Assistant Registrar/General Administration

Date:.....

.....

Subject Clerk

Date:.....

Recommended/ Not Recommended

Date:.....

.....
Registrar

Approved/Not Approved

Date:

.....
Vice-Chancellor/Deputy Vice-Chancellor

Room Charges:

| Categories | Non AC Room | AC Room |
|--|----------------|----------------|
| | Two Beds (Rs.) | Two Beds (Rs.) |
| 1. Normal Charges (other than 2 nd and 3 rd category) | 1800 | 2400 |
| 2. Employees of University system & close relatives* of employees of University of Ruhuna (20% discount) | 1450 | 1900 |
| 3. Persons on official visits (30% discount) | 1250 | 1700 |

* Close relatives – Father, Mother, Own Brothers, Sisters (including spouses and children)

PART E CONDITIONS

CONDITIONS

01. The stipulated rental for the reservation of the hall and or rooms should be paid to the shroff of the University at least three days prior to the date of reservation. If not this amount could be credited to the University
02. Guests should park their private vehicles within the premises of the guest house and refrain from parking vehicles in such a manner that they will obstruct roadways within the University premises.
03. The use of loudspeakers or any other appliance that will generate noise causing disturbance to others should not be used after 8.00 p.m.
04. All decorations for functions should be restricted to the premises of the visitors lodge and the electricity supply of the institutions should not be made use of for any such decorations.
05. If any other electric appliance other than the electric bulbs, electric fans and the air conditioners are being used an additional fee as stipulated by the University will be levied.
06. Under no circumstances should fire arms be brought in to the premises without obtaining specific permission from the University administration
07. Pyrotechnic displays will not be permitted within the premises. (Fire work displays)
08. All functions which are being held in the hall should conclude by 10.00 p.m. and all guests should vacate the premises by 10.15. If not, the security staff will be compelled to take necessary action in this regard.
09. At the end of the period of rental guests should ensure that the keys and other items are returned before vacating the premises.
10. At the time of reservation a list containing the name, designation (as applicable) Address and National Identity Card Number of the participants or who will be occupying the lodge should be tendered by the person making the reservation.
11. All material or equipment brought in to the premises for the personal use of the occupant or occupants should be produced for the scrutiny of the University security officers and all such material and equipment brought in to the premises should be removed by the occupant or occupants when vacating the premises. Special permission may be requested for to remove such material or equipment by 10.00 a.m. the following day and a sum of Rs.2500.00 per day will be charged thereafter.
12. All occupants residing in the lodge should sign the guest register on arrival and departure.
13. All occupants are requested to conduct themselves in such a manner as not to bring discredit to the Institution.

14. A receipt should be obtained for all food and other material provided by the lodge keeper prior to checking out. The University will not be held responsible for any complaints made subsequently with respect to such payments.
15. The renter or occupant or occupants of the hall or lodge should duly compensate any loss or damage caused by them to the property or equipment belonging to the University.

I agree to rent the hall and/or guest room/s in keeping with the terms and conditions 01 to 15 as stated in E above. I am also aware that the University has priority use of the hall and/or guest room/s and can cancel any such booking even after the stipulated rental has been paid and that I will accept the decision of the University and will not hold the University liable to any loss or inconvenience caused by such a cancellation.

Date:.....

Applicant's Signature:.....

Applicant's Name:

**INQUIRIES IN RESPECT TO RATES AND RESERVATIONS OF HALL AND/OR GUEST
ROOMS**

Assistant Registrar: 041-2222681 Extension : 2120

General Administration

Office: 041-2222681 Extension 2119