

Form Of Application For Reservation Of Guest House (Hall)
University Of Ruhuna
Wellamadama, Matara.

(Application for reservation can be made only by the members of permanent staff of Ruhuna University)

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. Details on Reservation of Hall
 - a. Name of the person who reserve hall :
 - b. His / Her relationship to the applicant :
 - c. Type of Hall to be reserved : AC Hall [] NON AC Hall []
 - d. Date of reservation :
 - e. NO. of participants :
 - f. Duration of reservation : Form.....a.m./p.m. to a.m. /p.m.
 - g. Purpose/kind of event/function :
 - h. Whether purpose is private/official :(If the reservation is made free of charge basis, the prior approval of the Vice - Chancellor should be attached with the reservation form.)

Date:.....

.....
Signature of Applicant

PART B

For Official reservations

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

The Department/Unit/Division is / is not prepared to pay the rent of the hall for above reservation form Faculty allocation for above Department/Unit/Division.

Date:.....

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

PART C

(To be recommended by the Dean of the Faculty or Head of the Unit/Division)

Recommended/Not Recommended to charge from Faculty allocation for above Department/Unit/Division and I certify that the funds are available in the Faculty votes for above reservation.

Date:.....

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

PART D

(For Official Use)

(To be completed by the general Administration Branch)

Ref. No.....

The hall can/cannot be allocated and relevant charge is given below.

Type of Hall	Time Duration for reservation	Cost	Paid/Vote to be charge
AC	4 hours		
	8 hours		

.....
Assistant Registrar/ General Admin

.....
Subject Clerk

Date:

Date:

Recommended/ Not Recommended for the approval

Date:

.....
Registrar

Approved/ Not Approved

Date:.....

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

No. of participant	A C Hall (in Rs.)	
	8 hours	4 hours
50	15,000.00	8,500.00
50 - 75	20,000.00	12,000.00
75- 100	25,000.00	13,500.00

*Employees of University system/ Close relatives of employee of University of Ruhuna
(20% discount)

*Official functions (30% discount)

ART E : CONDITIONS
CONDITIONS

1. 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 of Ruhuna Current Account Number 032-I-001-I-2477589 held at the Uyanwatte Branch of the Peoples Bank and a copy of the receipt should be faxed to 041-2227008.
2. 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.
3. 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.
4. All decorations for functions should be restricted to the premises of the visitors lodge and the electricity supply of the institution should not be made use of for any such decorations.
5. If any other electric appliance other than the electric bulbs, electric fans and air conditions are being used an additional fee as stipulated by the University will be levied.
6. Under no circumstances should fire arms be brought in to the premises without obtaining specific permissions from the University administration.
7. Pyrotechnic displays will not be permitted within the premises. (Fire Work Displays)
8. 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 p.m. If not, the security staff will be compelled to take necessary action in this regard.
9. 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 mad 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 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 2131

General Administration

Office : 041-2222681 Extension 2119