

APPLICATION FOR THE GUEST HOUSE RESERVATION
(PRIVATE PURPOSES)

1. Name of the Applicant : Prof./Dr./ Mr./Ms.
2. Designation : E- mail
3. Faculty / Department /Division :
4. Telephone Number : Ext. No..... Mobile No
5. Centre of the guest house to be reserved:
6. Number of members suppose to stay :
7. Duration : From To.....
8. Number of Dates :
9. Whether the applicant will occupy room(s) or not :
10. Number of rooms required (please refer the availability of room(s) overleaf):
11. Details about Guests:

No	Name with Initials	Relationship to the Applicant	NIC No & children under the age of 16
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

I know that if somebody stay in addition to the above list is an unauthorized stay, if so, the full responsibility/lies with me, and it may cause for a disciplinary action against me. I obligate to pay the full amount and/or any fine to the University and I declare my authorization to deduct from my salary if I have to make any additional payment, and cost of damages due to the stay of guests under my reservation at the Guest House. **I know that I am abided by the rules, regulations, guidelines etc. imposed by the OUSL.**

I checked and came to know that rooms are available in relevant Guest Houses during the reservation dates. Attached herewith the payment slip No: paid to the Shroff for Rs. as reservation fee. I hereby declare herewith that no persons in addition to the above list will stay in the Guest House. I assure the proper use of rooms and all guests will submit their National Identity Cards to the Guest Housekeeper at the check-in.

.....
Applicant's signature

.....
Date

GUEST HOUSE BOOKING RATES

		Bandarawella		Other		
		AC	Non-AC	AC	Non-AC	
For the University Staff and family members						
Single Room	Per Day	N/A	N/A	N/A	Rs. 250.00	
Double Room	Per Day	Rs. 1,000.00	Rs. 750.00	Rs. 1,000.00	Rs. 750.00	
Triple Room	Per Day	N/A	Rs. 1,250.00	N/A	Rs. 1,000.00	
Quadruple Room	Per Day	N/A	N/A	N/A	Rs. 1,250.00	
For the Visitors of University Staff						
Single Room	Per Day	N/A	N/A	N/A	Rs. 1,000.00	
Double Room	Per Day	Rs. 2,000.00	Rs. 1,500.00	Rs. 2,000.00	Rs. 1,500.00	
Triple Room	Per Day	N/A	Rs. 2,250.00	N/A	Rs. 2,250.00	
Quadruple Room	Per Day	N/A	N/A	N/A	Rs. 3,000.00	
Reservation of the Guest House Lobby						
For Private Purposes Rs. 1,000.00 (per hour)						
• No fees will be charged for official purposes						
Details about Rooms [Rooms & Beds]						
Guest House		Room 1	Room 2	Room 3	Room 4	Room 5
Nawala		02	02	03	02	02
Bandarawella		02	02	02	03	-
Polgolla		02	03	02	03	-
Matara		03	02	02	-	-
Batticaloa		01	02	03	04	-
Anuradhapura		02	02	02	02	-
Jaffna		04	02	02	-	-
Ambalanthota	❖	02	02	-	-	-
Polonnaruwa		02	02	-	-	-
Monaragala		02	02	-	-	-

❖ ***Only for Official Purposes.***