

**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
<i>For the University Staff and family members</i>					
<b>Single Room</b>	Per Day	N/A	N/A	N/A	Rs. 500.00
<b>Double Room</b>	Per Day	Rs. 1,250.00	Rs. 1,000.00	Rs. 1,250.00	Rs. 1,000.00
<b>Triple Room</b>	Per Day	N/A	Rs. 1,500.00	N/A	Rs. 1,250.00
<b>Quadruple Room</b>	Per Day	N/A	N/A	N/A	Rs. 1,500.00
<i>For the Visitors of University Staff</i>					
<b>Single Room</b>	Per Day	N/A	N/A	N/A	Rs. 1,000.00
<b>Double Room</b>	Per Day	Rs. 2,000.00	Rs. 1,500.00	Rs. 2,000.00	Rs. 1,500.00
<b>Triple Room</b>	Per Day	N/A	Rs. 2,250.00	N/A	Rs. 2,250.00
<b>Quadruple Room</b>	Per Day	N/A	N/A	N/A	Rs. 3,000.00
<b>Reservation of the Guest House Lobby</b>					
For Private Purposes Rs. 1,000.00 (per hour)					
• <i>No fees will be charged for official purposes</i>					
<b>Details about Rooms [Rooms &amp; Beds]</b>					
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	-	-	-