

GUIDELINES FOR RESERVATION AND OCCUPYING “GUEST HOUSES” AT THE OPEN UNIVERSITY OF SRI LANKA

Following Procedure shall be applicable for reserving and occupying Guest Houses of OUSL.

1. GENERAL CONDITIONS

- 1.1. Applicant shall be a permanent employee of the OUSL.
- 1.2. Reservation of rooms cannot be done for more than one month in advance, from the expected date of occupation. Application for the Nawala Guest House shall be sent to the General Administration Division, at least three (03) working days prior to the expected date of occupation and seven (07) working days for all other Guest Houses.
- 1.3. Availability of rooms could be checked from web site of The Open University of Sri Lanka. (<https://ou.ac.lk/guest-house/>)
- 1.4. On the receipt of the application, Paying-in-Slip will be issued by the General Administration Division to make the relevant payment at the Shroff Counter. After the payment is made, the receipt shall be submitted to the subject clerk of the General Administration Division, and clerk shall issue the “Reservation Approval Letter”.
- 1.5. The “Reservation Approval Letter” will be issued to **the applicant who submits the payment receipt first in case the No. of Applications received is higher than the available rooms.** On such situation the full payment of the other applicant(s) shall be refunded. “Reservation Approval Letter” shall be produced to the Caretaker of the Guest House before check-in-to the Guest House. Only the Guest(s) indicated in the “Reservation Approval Letter” will be allowed to occupy the Guest House.

- 1.6.** Check-in time for Guest Houses is 2.00 p.m. and check-out time is 11.00 a.m. On exceptional circumstances guest(s) may be allowed to check-in before the stipulated check-in time subject to availability of rooms. Time for Check in and check out could be adjusted for the official reservations. Guest(s) shall produce their National Identity Card(s) to the caretaker for identification purpose.
- 1.7.** All the Guest Houses will be closed at 10.30 p.m.
- 1.8.** Consumption of liquor inside the Guest House is prohibited. Breaching of this condition could be resulted of immediate removal of such Guest(s) by the University security officers. Guest(s) under the influenced with liquor shall not be allowed to check in.
- 1.9.** Guest(s) who behave indecent manner or disturb others within the Guest House premises is/are subjected to be removed by the University Security Officers.
- 1.10.** Any damages occurred to the Guest House(s) or any other property of the University by the guest(s), the value of such loss(es) shall be recovered from the applicant.
- 1.11.** Application for reservation of the lobby of Guest House for a private function (such as lunch, tea etc.), shall be forwarded to the General Administration Division at least three (03) working days prior to the event. If rooms are required to be occupied for the event(s) stipulated room reservation procedure shall be applicable.
- 1.12.** Incomplete applications will be rejected.
- 1.13.** The Vice Chancellor or the Registrar of the OUSL shall have the authority to rescind or cancel any reservation. In such situation the applicant will be notified by the General Administration Division and the full payment will be refunded.
- 1.14.** Rates of reservation are available in the overleaf of the Application.

2. CANCELLATION & POSTPONEMENT OF RESERVATION OF GUEST HOUSES

2.1 Cancellation of reservation shall be accommodated as follows.

2.1.1 If request for cancellation is made three working days prior to the scheduled date of occupation – **90%** of the full amount will be refunded.

2.1.2 If request for cancellation is made one working day prior to the scheduled date of occupation – **50%** of the full amount will be refunded.

2.1.3 If request for cancellation is made less than one working day from the scheduled date of occupation – No refund will be made.

2.1.4 If cancellation is made by the Open University of Sri Lanka due to unavoidable extreme circumstance(s) Full Payment will be refunded.

2.2 Postponement of the reservation could only be made at least three working days prior to the occupation of the guest house.

2.2.1 Request for postponement may be entertained subject to the availability of rooms.

2.2.2 Postponement for reservation could be done only once. No requests will be entertained on any reason, thereafter.

2.2.3 If the request for postponing is rejected, the provisions of section **2.1** shall be applicable.

3. RESERVATION OF GUEST HOUSES FOR OFFICIAL PURPOSES

- 3.1** Application for the reservation for the official purposes shall be recommended by the relevant Head of the Department/ Division with official stamp. However, attending of **Day Schools** by permanent staff members will not be considered under this provision.
- 3.2** Names, NIC Numbers, and the Gender of all the persons who request accommodation shall be indicated in the application form.
- 3.3** If reservation of Guest House Lobby is for an official function, relevant application form shall be forwarded to the General Administration Division with the recommendation of the relevant Head of the Department/ Division with official stamp.
- 3.4** When reserving the Guest Houses for an official purpose, it is required to make the reservation in advance, at least three working days prior to the event. Such reservations could only be done if rooms are available.
- 3.5** Reservations of Guest House for scheduled activities such as lab classes, workshops, survey camps, non-paid Day schools etc. organized by a Faculty/ Department/ Division shall give the priority. Such requests shall reach to Senior Assistant Registrar/ General Administration with the approval of the Dean/Head of the Department /Head of the Division at the beginning of the academic year. Room(s) shall be reserved in such cases in advance without the payment receipts. However, payment receipt, list of Name(s) with National Identity Card number(s) and shall be submitted at least three days prior to the occupation of Guest House.

4. RESERVATION OF GUEST HOUSES FOR PERSONAL VISITORS OTHER THAN OUSL EMPLOYEES.

- 4.1 Personal visitors could reserve Guest House only through a permanent staff member of the Open University of Sri Lanka.
- 4.2 Names and NIC Numbers of all the guest(s) shall be indicated in the application form.
- 4.3 Concessionary rates are applicable to the following relatives of the applicant.
- ✦ Spouse
 - ✦ Unmarried children
 - ✦ Parents
 - ✦ In-laws (Mother-In-Law, Father-In-Law only)
 - ✦ If applicant is unmarried, his/her unmarried siblings
- 4.4 Others shall be considered as visitors of applicant and fees shall be charged under the category of visitors.
- 4.5 Guest(s) above the age of 16 years shall be considered as adult for this purpose and reservation of room(s) shall be considered accordingly.
- 4.6 No applicant shall reserve room(s) for more than 04 consecutive days in any Guest House.