

UNIVERSITY OF PERADENIYA
APPLICATION FOR RESERVATION OF UNIVERSITY GUEST HOUSES

(To be filled by the applicant who should be an employee of this University)

1. Name of the Applicant :
Designation :
National Identity Card No :
Telephone Numbers Official :
Mobile :
2. Faculty/ Dept./ Division in the University: Faculty of Agriculture, Department of Agricultural Extension,
3. Name of the Guest-Houses where reservation is required: Upper Hanthana

Guest House: Gal Bungalow ☐ Lady Hill ☐ Upper Hantana ☐ Upper Hantana Training Centre ☐

4. Purpose of the Reservation: Friendly gathering.

5. Name's of Guest's with their identity Card Numbers:

(Please indicate names and identify card numbers over leaf)

Name's

ID No.

Name's

ID No.

.....
.....
.....

6. Date of arrival:

Date of departure:

7. No. of dates required:

8. No. of rooms required:

I hereby certify that the information provided are true and correct.

Date :

.....
Signature of Applicant

Note: Payments should be made to the Shroff's counter of the University of Peradeniya at least 07 days prior to the date of reservation.

For Rooms : A day is considered as from 12.00 Noon on a particulars day until 10.00 a.m, on the following day.

Hall: A day is considered as from 8.00 a.m. to 10.00 p.m. on the same day.

FOR OFFICE USE ONLY

Availability :

Recommended by :

Approved by :

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Deputy Registrar/General Services

Vice -Chancellor/DVC/Registrar/DR

INSTRUCTION FOR GUEST HOUSE RESERVATION

1. Reservation of guest houses can be done only by the Academic Staff/Executive Staff and Senior Staff Assistant of Non-Academic Staff of this University.
2. Those who wish to reserve the guest houses should submit duly completed application forms 10 days prior to the reservation to the General Services Division and payment should be made 07 days prior to the reservation.
3. It is compulsory to indicate the names and National Identity Card numbers of all the guests who are receiving at the guest houses.
4. No one will be allowed to reside other than the approved number of guests by the university.
5. The guest should not tarnish the image of the university and be responsible for the University property. If any damages are reported there will be a fine imposed for such guests.
6. The guests are advised to be in the proper attire.
7. The guests should refrain from using loud noise after 10.00 p.m. until 6.00 a.m. and should switch off all unnecessary electrical bulbs.
8. Please park your vehicles as instructed by the security officers.
9. You are requested to settle your bills and hand over the keys to the Caretaker prior to leaving the guest house.
10. If you get your own food and beverages you should clean all left overs and other rubbish in the reservation hall, If any damages in the reservation hall, your refundable deposit will not released.
11. Be sure to use only the places where reserve.
12. Entertaining by using room furniture or any musical instruments is strictly prohibited.

Reservation Hours for Guest Houses

1. Gal Bungalow Hall – (Day function – 8.00 a.m. to 3.00 p.m./Night Function – 3.00 p.m. to 10.00 p.m.)
2. Lady Hill Hall – (Day Function only – 8.00 a.m. to 4.00 p.m.)
3. Upper Hantana Training Center – (8.00 a.m. to 3.00 p.m./Night Function – 3.00 p.m.
4. Payment should be made 07 days prior to the reserved date.