



**INDIAN INSTITUTE OF SCIENCE
BANGALORE – 560 012**

REQUEST FOR ACCOMMODATION AT GUEST HOUSE

Ref:

APPLICATION TO BE SENT IN DUPLICATE

Date:

a) INDIVIDUAL	
NAME OF THE VISITOR/S - CAPITAL LETTERS	
Designation (Visitor need be at least at the level of Lecturer & above)	
Address of the Visitor(s)	
Nationality	
Purpose of Visit (Details to be indicated)	
b) Conference / Workshop etc., (Visitor need be at least at the level of Lecturer & above)	
Period of Visit & Duration (Less than 15 days only)	
From: _____ Number of Days: _____	
Type of Accommodation (Tick as Appropriate) (A/C & Non A/C rooms will be allotted subject to availability)	<input type="checkbox"/> Single Bed Room Non A/C <input type="checkbox"/> Single Bed Room A/C <input type="checkbox"/> Double Bed Room Non A/C <input type="checkbox"/> Double Bed Room A/C Total No. of Rooms Required: _____
PAYMENT DETAILS (Tick as Appropriate) Whenever the charges are to be paid by the guests, it is necessary to indicate alternative Debit Head for levying 'No Show' charges, in case the guest does not utilize the accommodation.	a) <input type="checkbox"/> By Guest - Alternative Debit Head..... b) <input type="checkbox"/> By Dept – Debit head: SAP CODE : _____ GL/Ac. _____
Faculty Member request for accommodation	Name: _____ Designation: _____ Signature
Recommendation of Chairman of the Department	Signature Dept (Seal).....

Terms & Conditions:

- NO SHOW CHARGES:** one day rent for each of the accommodation booked will be levied if the booking is not cancelled at least 48 hours earlier and the booking will be automatically cancelled for the second day.
- Visitors need to be at least at the level of Lecturer to be eligible for accommodation at Guest House as well as Centenary Visitors House.
- Wherever the charges have to be paid by the guests, it will be necessary to indicate alternative Debit Head for levying 'No Show' charge, in case the guest does not utilize the accommodation.
- Application should be sent at least 10 days in advance.
- One day prior notice shall be sent if the guest needs Breakfast, Lunch or Dinner on his arrival
- Guest House is not responsible for valuable of the guests

FOR USE BY GUEST HOUSE ONLY	
Reg. No.....	Page No.....
Date.....	Room No.....

Returned W/c

**Allotment of () room(s) is confirmed.
From..... to.....**

**(Signature)
Guest House In-charge**

