



INDIAN INSTITUTE OF SCIENCE
BANGALORE-560 012
REQUEST FOR ACCOMMODATION AT GUEST HOUSE

Ref:

Date.....-.....-20--

a) <u>INDIVIDUAL</u> NAME OF THE VISITOR/S (In capital letters only) Designation (Visitor need be at least at the level of Lecturer to be eligible accommodation) Address of the Visitor(s) Nationality Purpose of Visit (Details to be indicated)	
b) <u>Conference/Workshop</u> Name of the Conference/Workshop etc (Visitor needs be at least at the level of Lecturer to be eligible accommodation)	
Period of Visit & Duration	From To...Number of Days.....
Type of Accommodation (Tick as Appropriate)	<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)	a) <input type="checkbox"/> By Guest- b) <input type="checkbox"/> Alternative Debit Head* c) <input type="checkbox"/> Debit Head.....
Faculty Member requesting for accommodation	Name..... Designation.....Signature.....
Recommendation of Chairman of the Department	Signature..... Dept (Seal).....

Terms & Conditions

1. 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.
2. 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.
- * 3. 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.
4. Application should be sent at lest 10 days in advance.
5. One day prior notice shall be sent if the guest needs Breakfast, Lunch or Dinner on his arrival.
6. Guest House is not responsible for valuable of the guests.

FOR USE BY GUEST HOUSE

Reg.No.	Page No.....
Date.....	Room No.....