



INDIAN INSTITUTE OF SCIENCE  
BANGALORE – 560 012

REQUEST FOR ACCOMMODATION AT CENTENARY VISITORS HOUSE

Ref No.:	Date / /20
a) Individual Name of the visitor/s (in capital letters only)	
Designation <b>(Visitor need be at least at the level of Lecturer to be eligible accommodation)</b>	
Address of the Visitor(s)	
Nationality	
Purpose of Visit (details to be indicated)	
b). Conference / Workshop Name of the Conference / Workshop etc. <b>(Visitor needs be at least at the level of Lecturer to be eligible accommodation)</b>	
Period of Visit & Duration	From _____ To _____ No of days _____
Type of Accommodation (Tick as Appropriate)	<input type="checkbox"/> Two bed room apt. <input type="checkbox"/> One bed room apt. <input type="checkbox"/> Studio apartment      Total no. of Rooms _____
Payment details (tick as Appropriate)	<input type="checkbox"/> By Guest <input type="checkbox"/> Debit head <input type="checkbox"/> Alternative Debit Head *
Faculty Member requesting for accommodation	Name : Designation _____ Signature _____
Recommendation of Chairman of the Dept.	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 least 10 days in advance.
5.	The appointment letter/approval letter issued by the institute must be enclosed while requesting accommodation for longer duration at Centenary Visitors House
6.	Guest House is not responsible for valuable of the guest.

**FOR USE BY GUEST HOUSE**

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