

**Form of Application for Reservation of
China Sri Lanka Joint Center for Education and Research (CSLCER)
University of Ruhuna
Wellamadama, Matara**

(Application for reservation can be made only by a members of permanent staff of Ruhuna University)

Part A (to be completed by the applicant)

1. Name of the Applicant :
2. Designation :
3. Official Address :
4. Telephone Number :
5. NIC No. :
6. Details on Reservation
 - a. Facility to be reserved : Conference Room [] Meeting Room []
Dining Room [] In-house Accommodation []
 - b. Date of the Reservation :
 - c. No. of Participants :
 - d. Duration of reservation : Fromam/pm toam/pm
 - e. Purpose/kind of event/function :
7. Agreed to obtain the Hall under the conditions given in part C of the application

Date:

.....
Signature of the Applicant

PART B — (For Official Reservations)

(To be completed by Dean, Head of Department/Division/Unit)

I recommend and forward the above reservation

Date:

.....
Signature of Dean/Head of Department/ Unit/ Division

PART C CONDITIONS

1. Guests should park their private vehicles within the premises of the CSL-CER Building and refrain from parking vehicles in such a manner that will obstruct roadways within the University premises.
2. The use of loudspeakers or any other appliance that will generate noise causing disturbances to others should not be used. The guests are allowed to use sound sets and such other appliances to the surrounding area but sound must be limited only to the Hall.
3. All decorations for functions should be restricted to the premises of the CSL-CER Building and the electricity supply of the institutions should not be made use of for any such decorations.
4. If any other electric appliance other than the fixed electric bulbs, electric fans and the air conditioners are being used an additional fee as stipulated by the University will be levied.
5. Pyrotechnic displays are not be permitted within the premises. (Fire work displays).
6. All functions which are being held in the hall should conclude by 10.00 p.m. and all guests should vacate the premises by 10.15 pm. If not, the security staff will be compelled to take necessary action in this regard.
7. At the end of the period the applicant should ensure that the keys and other items are returned before vacating the premises.
8. All material or equipment brought in to the premises for the personal use of the occupant or occupants should be produced for the scrutiny of the University security officers and all such material and equipment brought in to the premises should be removed by the occupant or occupants when vacating the premises. Special permission may be requested for to remove such material or equipment by 10.00 a.m. the following day and a sum of Rs.2500.00 per day will be charged thereafter.
9. All occupants are requested to conduct themselves in such a manner as not to bring discredit to the Institution.
10. The renter or occupant or occupants of the hall or rooms should duly compensate any loss or damage caused by them to the property or equipment belonging to the University.

11. I agree to rent the hall and/or room/s in keeping with the terms and conditions 01 to 10 as stated in the section C above. I am also aware that the CSL CER has priority use of the hall and/or room/s and can cancel any such booking.

12. The party reserving the meeting rooms shall bear the responsibility of adequate supplies of sanitary items, toiletries, and hygiene products for the event being reserved, and the CSL CER is not bound to supply them

Date:

Applicant's Signature:

Applicant's Name :

PART D

(For Official Use)

Ref. No

The hall can/cannot be allocated

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In Charge CSL-CER

Subject Clerk

Date:.....

Date:

Approved / Not Approved

Date:

.....

Co-Director CSL-CER

- ❖ Please submit this form to the administrative office of the China Sri Lanka Joint Center for Education and Research, University of Ruhuna, at least one week prior to the event date. For any inquiries, please contact [Telephone 041 22 44111; E-mail: dircslcer@admin.ruh.ac.lk].