

To: The dormitory office

Date: _____

Request to reserve private accommodation in the university dormitories

- I would like to book a room in (please mark):

☐ Federman ☐ Britannia ☐ Talia ☐ Shikma ☐ guest apartment

- Last name: _____ First name: _____

Sap ID/Israeli ID/Passport: _____ Country: _____

Email: _____

☐ Male ☐ Female ☐ Couple / Single

- Accommodation Period from _____ until _____

Hosts name: _____ Occupation: _____

Faculty / Department / Unit: _____ Phone: _____

- Charging the hosting cost:**

The guest will pay privately on his / her expense. Credit card details will be left for deposit in case of non payment by the guest, and/or payment can be made in cash.

Please Note: Any change / cancellation must be notified in writing / fax up to **two weeks** prior to the occupancy date, otherwise the guest will be charged a cancellation fee, as follows: Cancellation less than two weeks prior to the date, will be charged 25% of the total cost of the reservation. Cancellation less than one week before the date will be charged a fine of 50% of the total cost of the reservation. Cancellation of one day prior to the date, will be charged a fine of 100% of the total cost of the reservation

- Declaration of Commitment:**

- The guest agrees to abide by the Dormitory Rules and Regulations available on the dormitory website.
- The guest commits to leaving the room clean and tidy, just as it was received, to avoid any cleaning fees or fines.
- The guest assumes full financial responsibility for any damage caused to the room or the apartment during their stay.

- Signature of Orderer: Name:** _____ **Signature:** _____