**Accommodation Reservation – Junior Faculty Dormitories (“Segel Zutar”)**

**To: Head of the Unit for Academic Visitors & Post-Doctoral Fellows Division – Ayellet Katalan**

**From: The Unit for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Visitor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Workplace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accommodation Reservation Dates:

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at 14:00

End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at 10:00 in the morning

The visitor is coming alone/with family – Total number of people \_\_\_\_\_\_\_\_\_\_\_

(Any changes to the number of people is subject to approval)

Payment by: [ ]  Visitor [ ]  Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval of the Hospitality Center**

The accommodation has been approved for apartment number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount in dollars: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment by: [ ]  Visitor [ ]  Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*The apartments are fully equipped with furniture, air conditioning, bedding, towels, kitchenware, an electric stove, microwave, refrigerator, television, and internet.

**Key Collection Location**

**Junior Faculty Dormitories (“Segel Zutar”), Building Number 1, Ground Floor – Telephone: 2864. Please arrange for key collection by phone.**

**The host unit is responsible for providing basic food supplies for the first day, especially for visitors arriving on Friday evening, the eve of a holiday, or at night.**

**Reservation Cancellation**

Any cancellation or postponement of a reservation must be reported by the host unit no later than 10 days before the start of the visitor’s intended stay.

\*If the cancellation is made 3 to 10 days before the visitor’s scheduled arrival, the host unit will be charged 20% of the rent for the first month.

\*If the cancellation is made up to 3 days before the scheduled arrival date, the host unit will be charged the full price for the first month.

**Pets are not allowed.**