



UNIVERSITY LODGING SERVICES

BOOKING CONTACTS

Tel. Nos. (074) 422-3397
 (074)422 - 2127/422-2402
 Local No. 46
 Mobile # Edna-09187078459

ACCOMMODATION SERVICES

1. Gladiola Center

A. Lodging

2 nd Floor	No. of Pax	Rate/Head/ Night	Features
201	1 to 2	600.00/room	w/ TV and restroom *matrimonial bed
202	2	450.00	w/ TV and restroom inside the room
203	2	450.00	
204	2	450.00	
205	2	450.00	
206	2	450.00	
207	2	450.00	
208	1 to 2	600.00/room	w/ TV and Restroom *matrimonial bed
3 rd Floor			
301	3	300.00	Common restrooms
302	3	300.00	
303	3	300.00	
304	3	300.00	
305	3	300.00	
307	3	300.00	
308	8	250.00	Common restrooms, dormitory type rooms
309	8	250.00	
310	8	250.00	
4 th Floor			

401	1 to 2	600.00/room	w/ TV and restroom *matrimonial bed
402	2	450.00	w/ TV and restroom inside the room
403	2	450.00	
404	2	450.00	
405	2	450.00	
406	2	450.00	
407	2	450.00	
408	2	450.00	
409	1 to 2	600.00/room	
TOTAL			

B. Function Halls

Hall	Capacity	Half Day Rate	Whole Day Rate	Night Rate
2	80-100 pax	1, 000.00	2, 000.00	2, 500.00
3	60-80 pax	1, 000.00	2, 000.00	2, 500.00

2. University Guestels

A. Executive Guest House - Main

Room No.	No. of Pax	Rate/Head Night	Features
1	6	150.00	w/ restroom and warm water
2	5	150.00	Common restroom, w/ warm water
3*	1 to 2	220.00	Common restroom w/ warm water *matrimonial bed
4*	1 to 2	220.00	
5*	1 to 2	220.00	
Cubicle Type Room	10	220.00	Common restrooms, w/ warm water

B. Executive Guest House – Annex

Room No.	No. of Pax	Rate/Head/ Night	Features
1	2	150.00	
3	2	150.00	
4	4	150.00	
5	3	150.00	
6	5	150.00	

C. Home Management Guest House

Room No.	No. of Pax	Rate/Head/ Night	Features
1	3	150.00	Restroom is located inside each room w/ warm water *w/ double-deck beds
2	3	150.00	
4	4	150.00	
5	5	150.00	
6	6	150.00	
7	5	150.00	

D. Guestel 1

Room No.	No. of Pax	Rate/Head/ Night	Features
1	2	100.00	Common restrooms, Cold water only, *w/ double-deck bed
2	2	100.00	
3	2	100.00	
5	1	220.00	
6	2	150.00	

Note: Folding beds are always available if needed

TERMS AND CONDITIONS

1. RESERVATIONS. Accommodation and function hall bookings shall be arranged with the Guestel staff at least one week before arrival.
 - A down payment of at least 15% of the total estimated cost of lodging or function hall fees should be paid upon booking. Said down payment is not refundable in case the activity/reservation is cancelled.
 - Reservations not covered with deposit shall be in effect until 6:00 pm only. The guestel management has the right to offer the rooms/halls to walk-in guests after 6:00 pm.
2. CHECKING-IN is from 1:00 pm onwards.
3. REGISTRATION. All lodgers are required to register upon arrival in the logbook or registration form before proceeding to their respective rooms.
4. FEES AND PAYMENT. Bills for the whole duration must be settled upon checking-in. In case of changes in the actual number of guests, the number of reserved guests shall be charged as initially arranged for the first night only, and the actual number of lodgers shall be charged accordingly for the succeeding days.
5. VALUABLES. The management shall not be held accountable and responsible for items or valuables left/lost inside the room. All are urged to secure their personal belongings.
6. CURFEW. Curfew shall be observed at 10:00 pm. Guests who wish to stay outside the BSU campus beyond the curfew hour must inform the Guestel staff and register in the logbook of their whereabouts.
7. VISITORS. Visitors of in-house guests should be entertained at the lobby or receiving room. Visitors are strictly not allowed inside the rooms.
8. DAMAGE/LOST. Guests are held accountable for any damage or lost of materials/equipment/amenities inside their room.
9. CLEANLINESS, SANITATION, ORDERLINESS AND PEACE AND ORDER shall be observed and maintained by the guests at all times. Guests should dispose their trash properly and silence must be strictly observed from 11:00 pm to 4:00 am.
10. SMOKING, GAMBLING, LIQUOR, FIREARMS AND DEADLY WEAPONS are strictly prohibited inside the lodging houses.
11. CARE OF HOSTEL/INN AMENITIES. Towels and/or beddings soiled or stained by the user must be paid in cash and the guest brings home what she/he paid for.
12. CHECK-OUT TIME. Checking-out is between 8:00 am to 12:00 noon. Checking-out after 12:00 noon is considered additional day.
13. SUPPLIES AND MATERIALS needed at the function halls will not be provided by the Gladiola Center.
14. OTHER CHARGES
 - Corkage Fees:
 1. Php 500.00/day – (meeting, seminar, conference)
 2. Php 800.00/day – (birthday, wedding, Christening, reunion, debut & other parties)

- 100.00/unit/day – for the use of personal electrical appliances/equipment to cover electric consumption
- 200.00/head/night – for extra bed or additional occupant (Gladiola Center)
- 100.00/head/night – for additional occupant (University Guestels)
- 200.00 each – lost key

15. Children below 12 years old may stay with parents for free.
(limited to two (2) children only)

16. Guests are expected to abide with the House Rules.