

EUNICE GUEST HOUSE @ UCU

Booking Form

Email: guesthouse@ucu.ac.ug

Tel: +256 (0)312-350824



UCU Contact

Person Booking		Department	
Email address		Ext.	
Mobile #			

Guest Details

Name	Home Country	Organization	Email	Mobile

Purpose of Visit

Arrival Date		Departure Date	
Total Number Guests		Total Rooms	Total Beds
Need Airport Transport? <i>(Cost: 65,000/= each trip)</i>		Flight Details	

Accommodation Choices – Please tick the room type desired. Note:

- Costs are per night.
- Meals for all rooms are taken from Eunice Guest House.
- Check-out is 11am.

Eunice Guest House (all rooms self-contained)

Room Type	No. of Rooms	Bed & Breakfast		Half Board		Full Board	
		UCU	Private	UCU	Private	UCU	Private
<i>Small Single</i>	2						
<i>Cost</i>		35,000	50,000			60,000/=	75,000/=
<i>Double Room</i>	1						
<i>Single Occupancy</i>							
<i>Double Occupancy</i>		50,000/=	60,000/=			70,000/=	90,000/=
<i>Twin (2 single beds)</i>	1						
<i>Single Occupancy</i>		35,000/=	50,000/=			60,000/=	75,000/=
<i>Double Occupancy</i>		50,000/=	60,000/=			70,000/=	90,000/=
<i>5 bed Dorm</i>	1						
<i>Cost per person</i>		25,000/=	40,000/=			50,000/=	65,000/=

UCU Guest House Email: guesthouse@ucu.ac.ug, Tel no. 0312-350834

ICMI Guest House ("Executive" self-contained rooms with TV, sitting area, internet, double beds)

Room Type	No. of Rooms	Bed & Breakfast		Half Board		Full Board	
		UCU	Private	UCU	Private	UCU	Private
Double Room	3						
Single Occupancy							
Double Occupancy							

Mirembe Guest Rooms (Twin bed dorm-type rooms with a shared bathroom between two rooms)

Room Type	No. of Rooms	Bed & Breakfast		Half Board		Full Board	
		UCU	Private	UCU	Private	UCU	Private
For Each Room	3						

Apartments: UCU has two, furnished, two-bedroom flats available for longer-term guests for up to one month.

Room Type	No. of Flats	Self-Catering		Bed & Breakfast		Full Board	
		UCU	Private	UCU	Private	UCU	Private
2 Bedroom Flat*	2						
1-2 People Sharing							
3-4 People Sharing							

*Note: Price includes housekeeping, cooking fuel, internet connection, basic food supplies. Additional food can be supplied at an added cost.

The Apartments are also available for Guest Lecturers staying longer than one month. A Long-Term Guest Form should be completed for each guest as there are different procedures.

Bill Payment

How will the bill be paid? Guest UCU Department

I authorize the Bursar's Office to Debit Department Code _____ and credit Guest House code _____ to pay for this/these guest/guests.

Authorized Department Signature, Date & Stamp: _____

Bursar Signature & Date: _____

Signature of applicant: _____

Official Use Only								
Accommodation provided in	<input type="checkbox"/>	Eunice	<input type="checkbox"/>	ICMI	<input type="checkbox"/>	Mirembe	<input type="checkbox"/>	Apartment
Room Number _____	from _____	to _____						
Signature of Incharge Guest House _____	Date _____							
Signature of Coordinator, Guest house _____	Date _____							