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SOP: Booking rooms at the French House Guest House	Version no. 1
SOP no. 01-01	Date of update: January 2023
Approved by: Prof. Alon Harmelin. VP Administration and Finance	Signature: _____

## 1. Purpose

To define rules, information and conditions for booking a room at the 'French House' guest house.

## 2. Definitions

- Accommodation for work purposes – when a guest comes to the Institute for work related to the Weizmann Institute of Science.
- Private Accommodation – for an Institute employee who is not staying for work-related purposes.
- Person making the reservation – the host or someone on his behalf (not the guest).
- The host – the hospitality initiator, scientist or someone from the Institute's administration.
- Melonit System - guest house management software developed at the Institute.
- Cancellation fees – there is a time-graded fine for canceling a room reservation according to the cancellation policy below.

Conditions and Restrictions	Hospitality – Science / Work	Private (Family) Hospitality	Last Minute / Subject to availability
Sleeping accommodation approval	In advance	Subject to availability	Subject to availability
Length of stay	Up to 3 weeks	Up to 3 weeks	Up to one night per week
Days of the week	No restriction	No restriction	Sun - Thurs only
Pre-arrival advance booking range - Sun. - Thurs.	No restriction	Up to one month in advance	Same day (10:00 – 16:00)
Pre-arrival advance booking range - weekends	No restriction	Up to one month in advance	Not relevant
No. of guests per room	According to type of room	According to type of room	One only
Type of room	No restriction	No restriction	Regular room only
Breakfast	Yes	Yes	No
Free entry to the Fitness Club	Yes	No	No
Free entry to the Recreation Center	Yes	No	No
Source of funding – budget transfer	Yes	No	No
Source of funding - personal	Yes	Yes	Yes
Special rate	No	No	Yes

## 3. Method

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- The person booking the room should go into the Melonit System to check the availability of the guest house rooms for the required date.
- Using this system, the person booking the room will be able to create a booking for a room or rooms after entering the necessary information, including mandatory fields.
- The need to enter a guest's name in both English and Hebrew, is intended to prevent misidentification of the guest when entering the Institute and to avoid any unnecessary unpleasantness.
- The host will be requested to enter a budget number or credit card number in order to ensure payment, even if it is the guest who will be taking care of the payment.
- The person making the reservation will receive an email from the guest house stating that the reservation has been confirmed, or partially confirmed for some of the days, or that the reservation has not been confirmed and that he/she will be placed on the waiting list.

## Rules

- The room will only be reserved after the guest has received the Booking Confirmation emailed by the guest house.
- Changes to the booking will come into effect only after the guest house has issued a Booking Change Confirmation.
- Only guests, carers and companions over the age of 10 may be accommodated at the guest house.
- Payment for accommodation: to be made at the guest house reception office in Israeli Shekels only, in cash, by credit card, or by charging the budget of the hosting department.
- If payment is not received within one month from the date of departure, the guest house shall collect the necessary sum from the budget provided as a guarantee.

## Rates

The price includes: breakfast, internet connection, bottle of water.

Room type	Price (in ILS)	Comments
Single	400	
Double	500	
Suite	500	
Double Suite	600	A surcharge of ILS. 100 for each additional person in Suite 107 only
Subject to availability (Work or study purposes)	170	Reservations can be made subject to availability between 10:00 – 16:00

### Subject to availability Reservation Procedures:

- For accommodation of the Institute employee only (without a companion), who requires on-campus accommodation.
- Valid for a non-work related reservation.

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- Means of payment shall not be by budgetary transfer nor by funding of the Weizmann Institute of Science.
- Accommodation does not include breakfast.
- Accommodation does not include entry to the fitness club or the recreation center.
- Reservations are subject to availability and can be made on Melonit system, on the required day between 10:00 – 16:00.
- The accommodation rate for an Institute employee based on "subject to availability" is ILS.170.
- The Institute reserves the right to cancel this type of booking option at any time and without prior notice.
- Last minute accommodation is only valid from Sunday – Thursday.

Rooms will be available from 12:00

Rooms must be vacated by 10:00

In order to enter the grounds of the Institute and receive the room key after working hours, the guest must provide identification as a guest house guest at the Institute entrance gate. They will then be accompanied to the guest house where they will receive an envelope containing the key with their name on it.

Terms for late vacation of a room:

- Late vacation of a room, for which there is a surcharge, is subject to approval by the guest house
- Vacation of a room between 10:00 – 14:00 – a surcharge of 50% of the room rate (subject to prior agreement).
- Vacation of a room after 14:00 – there will be an automatic charge of an additional day.

Cancellation Policy:

Accommodation cancelled one week in advance (or less) of the first night	Shall be charged the full rate of one night
Accommodation cancelled between one to two weeks in advance of the first night	Shall be charged at 50% of the full rate for one night
Partially confirmed reservation	No charge

A guest who arrives after the due date or leaves prior to the date of departure, shall be charged a cancellation fee for one night.

## **4. Responsibility**

4.1 Person responsible for implementing the procedure – Head of Operations Division.

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