

GUEST ACCOMMODATIONS RESERVATION FORM 2023 - SHORT TERM STAY

A signed Rental Agreement and payment must be provided to confirm a reservation.

Last Name		First Name		Arrival Date:		
<small>(To be completed by organization designate or individual person accepting responsibility for the use of UNBC Housing Premises)</small>				NOTE: Available as of May 13, 2023		
Organization / Company Name				Time:		
Address		City	Province			
Postal Code		Email Address				
Work Phone #		Cell Phone #			Departure Date:	
On-Site Designate:		Same as Above		NOTE: Available until August 11, 2023		
or Last Name		First Name		Time:		
					*Minimum Three (3) Night Stay	
				Cell Phone #		

RESERVATION INFORMATION

Service includes: wifi, parking, bedding, towels, kitchenware and small appliances. Bedding and towels will be refreshed weekly for short term guests. Long term guests are responsible for cleaning the suites and laundering linens. Pay-per-use laundry facilities are located on each floor.

Four Bedroom Suite with Single Occupancy: # _____ suite(s) **\$121.00/night (min. 3 nights)**

Four Bedroom Suite with 2+ Occupants: # _____ suite(s) **\$179.00/night (min. 3 nights)**

**** A booking confirmation outlining applicable charges and taxes will be sent with a rental agreement to confirm the reservation****

FOUR BEDROOM SUITE OCCUPANCY

The maximum number of guests permitted to sleep in one suite is four. Single beds are provided. How many guests will be staying in your four bedroom suite(s)?

Total # of
GUESTS _____

MINORS IN FOUR BEDROOM SUITES

The university requires adult (19+) chaperones to stay in the same building, floor, and/or suite with minors 18 or younger. A minimum ratio of one (1) chaperone per twelve (12) minors is required. Chaperones assume full responsibility for the care, conduct, and control of their charges while on campus. The client is responsible for ensuring that Chaperones adhere to the Guidelines and Standards, and communicate the information to their charges. A completed "Supervision of Minors" form(s) must be submitted to the university two (2) weeks prior to the first reserved date of the rental period.

NOT
APPLICABLE

Total # of
ADULTS _____

Total # of
YOUTH _____

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PARKING

One parking stall is included with each reservation. Parking passes provided upon check-in are valid for the residence parking lot ONLY. The make, model, colour, and license plate number of the vehicle will be requested at check-in. UNBC Parking Regulations are in effect at all times.

Total # of VEHICLES _____	NO PARKING REQUIRED
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SHORT TERM STAYS (LESS THAN 29 DAYS)

Full payment of the first rental period, is required 72 hours (three business days) prior to the first reserved date(s) of the rental period(s). All of the PAYMENT AND CANCELLATION terms are outlined in the Rental Agreement provided by THE UNIVERSITY and signed by THE GUEST. Please ask your Event Coordinator for details.

MasterCard, Visa, or internal account codes are accepted at the UNBC Conference and Event Services office. Cheques, cash and Interac are not accepted. A signed rental agreement and payment must be provided to confirm a reservation.

****Please call our office to provide your credit card information. Phone: 250-960-6760****

UNBC DEPARTMENTS ONLY

Internal account codes are required to confirm a reservation. Fund transfers will be processed as per the deposit & payment schedule outlined in the rental agreement.

Department Name	Authorizing Person	Ext.
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FUND	ORG	ACCOUNT	PROG
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