

GUEST ACCOMMODATIONS RESERVATION FORM 2019 - SHORT TERM STAY

Please submit this form at least 3 business days prior to check-in date in order to determine availability

Last Name		First Name		Arrival Date: NOTE: Available as of May 15, 2020	
<i>(To be completed by organization designate or individual person accepting responsibility for the use of UNBC Housing Premises)</i>					
Organization / Company Name				Time:	
Address				Departure Date: NOTE: Available until August 16, 2020	
City		Province		Time:	
Postal Code		Email Address		Conference or Event Name:	
Work Phone #		Cell Phone #			
On-Site Designate: or Last Name		Same as Above		First Name	
				Cell Phone #	

PURPOSE OF YOUR STAY

Visiting UNBC	Working in the area	Visiting Prince George	Attending an event	Other (please specify):
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RESERVATION INFORMATION

Service includes: wifi, parking, bedding, towels, kitchenware and small appliances. Bedding and towels are exchanged if stay is over five days, additional towels may be requested. Guests may use pay-per-use laundry facilities on site.

Four Bedroom Suite: # _____ suite(s) **\$155.00/night**

Single Bedroom in a Shared Suite: # _____ bedroom(s) **\$55.00/night**

**** 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)?	NOT APPLICABLE	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 _____
SINGLE BEDROOM IN SHARED SUITE Individual bedrooms within a shared suite may be rented by adults 19+ only. Suites are designated male or female.	NOT APPLICABLE	Select: MALE FEMALE

Guest Accommodations

3333 University Way, Prince George, BC V2N 4Z9

unbc.ca/accommodation | conference@unbc.ca | Tel: 250-960-6760 | Fax: 250-960-5291

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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

SHORT TERM STAYS (LESS THAN 29 DAYS)

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

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

Where Did You Hear About Us?

UNBC DEPARTMENTS ONLY

Department Name

Authorizing Person

Ext.

FUND

ORG

ACCOUNT

PROG