

**GUEST ACCOMMODATIONS RESERVATION FORM 2025 - SHORT TERM STAY**

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

<b>Last Name</b> <b>First Name</b>  <i>(To be completed by organization designate or individual person accepting responsibility for the use of UNBC Facilities and Services)</i>		<b>Arrival Date:</b> NOTE: Available as of May 9, 2025  Time:
<b>Organization / Company Name</b>		
<b>Address</b>	<b>City</b>	<b>Province</b>
<b>Postal Code</b>	<b>Email Address</b>	
<b>Work Phone #</b>	<b>Cell Phone #</b>	
<b>On-Site Designate:</b> Same as Above <b>or Last Name</b> <b>First Name</b> <b>Cell Phone #</b>		

**RESERVATION INFORMATION**

Service includes: wifi, parking, bedding, towels, kitchenware and small appliances. For short-term stays (< 29 days) light weekly suite cleaning is provided. Long-term guests are responsible for cleaning the suites and laundering linens as suite cleaning is not provided. Pay-per-use laundry facilities are located on each floor.

**Four Bedroom Suite with Single Occupancy:** #\_\_\_\_\_ suite(s) **\$135.00/night (min. 3 nights)**

**Four Bedroom Suite with 2+ Occupants:** #\_\_\_\_\_ suite(s) **\$199.00/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**

UNBC 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 \_\_\_\_\_

**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 \_\_\_\_\_

License Plate Number \_\_\_\_\_

**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). PAYMENT AND CANCELLATION terms are outlined in the Rental Agreement provided by UNBC.**

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.

FUND

ORG

ACCOUNT

PROG

**GUEST ACCOMMODATION PRIVACY NOTICE**

The University of Northern British Columbia (UNBC) needs to collect information from you to complete your guest accommodation reservation, process payment(s), and to generate check-in reports to prepare for your arrival and stay on campus. UNBC may need to directly disclose some/all information to personnel such as Housing & Residence Life staff, Parking and Security Services, and Distribution Services, or contracted personnel such as Food Services.

UNBC collects, uses, shares, discloses, maintains, and when applicable, deletes and destroys Personal Information according to the Freedom of Information and Protection of Privacy Act [RSBC 1996 c.165]. UNBC is obligated to protect your personal information and has various processes in place to ensure it is secure. You have the right to revoke consent to the collection, use, retention, and disclosure of personal information at any time, but doing so will result in consequences including, but not limited to, forfeiting your reservation for Guest Accommodations.

The Freedom of Information and Protection of Privacy Act allows us to keep your Personal Information for at least one year after collection and when its period of usefulness is over, we will securely delete or destroy it.

IF THE INFORMATION WE HAVE COLLECTED FROM YOU IS INCORRECT, OR IF YOU HAVE QUESTIONS, please contact UNBC Hospitality Services at email: [conference@unbc.ca](mailto:conference@unbc.ca) or Housing & Residence Life at email: [guestaccommodations@unbc.ca](mailto:guestaccommodations@unbc.ca). If you have questions or concerns, please contact UNBC Governance Officer for Access, Privacy and Records Management at email [privacy@unbc.ca](mailto:privacy@unbc.ca).

**I have read, understand, and agree to this Privacy Notice. I also understand that I have the option to ask questions about any part of this statement before signing.**