

**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>Departure Date:</b> NOTE: Available until August 8, 2025  Time:
<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**

This Guest Accommodation Reservation Form collects personal information for the purpose of seeking availability and confirming room bookings with UNBC Conference and Event Services. We collect, use, retain, disclose, and dispose of personal information in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA). This collection is authorized by section 26(c) of FIPPA.

If you have any questions about the collection or use of your personal information, please contact [conference@unbc.ca](mailto:conference@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.**