



**EXECUTIVE CERTIFICATE  
ACCOMMODATION BOOKING FORM  
Fax to 250-391-2635**

Name: \_\_\_\_\_

Number of persons staying in room: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

Program Attending: \_\_\_\_\_

Rates for Accommodation per night: En-suite: \$65.00 + taxes = \$74.10

Dorm Room: \$40.00+ taxes = \$45.60

Room Type Request:  Dorm  En-suite

*(Please note that the availability of a specific room type and requested arrival/departure dates are not guaranteed until RRU-Housing has emailed a confirmation to you).*

If no En-suite available, please cancel my booking.

Do you require parking? :  Yes  No

<b>MAKE:</b>	<b>MODEL:</b>	<b>COLOUR:</b>	<b>YEAR:</b>
<b>VEHICLE LIC #:</b>		<b>PROVINCE/STATE:</b>	
<b>REGISTERED OWNER:</b>			

**PARKING DECLARATION:**

I, the undersigned, acknowledge that:

- The information provided in the application is correct;
- The permit issued to me is the property of Royal Roads University, is non-transferable, and is for my use only;
- I agree to comply with Royal Roads University Traffic and Parking regulations;
- I am responsible for properly displaying and transferring the permit between primary and secondary vehicles and understand that failure to do so may result in a parking violation.
- If for any reason a permit has been forgotten, a spitter ticket or day pass must be purchased.
- Any outstanding violation tickets must be paid prior to the issuance of a new permit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Room Type	Cost per Night	# of Nights	Sub Total
Dorm	\$45.60		
En-suite	\$74.10		
Day Parking	\$8.00		
Weekly parking	See chart		
<b>GRAND TOTAL</b>			

Weekly Parking Rates
1 week = \$15
2 weeks = \$25
3 weeks = \$30
4 weeks = \$35

**I am agreeing to the terms of the Campus Housing Agreement and providing my credit card information for payment of room charges, potential damages, and parking charges that may be incurred while I am in residence.**

Visa  MasterCard  Amex

Card Number: \_\_\_\_\_ Name of Cardholder: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_



## Campus Housing Agreement 2005 - 2006

When a learner, faculty member or guest accepts a room assignment to Campus Housing or Faculty Housing, a Housing Agreement is deemed to come into effect. Both parties (Royal Roads University and either the learner, faculty member or guest henceforth referred to as guest) agrees to the terms and conditions described below.

For all other Housing Information, please refer to our website at [www.royalroads.ca/housing](http://www.royalroads.ca/housing)

### **Facilities and Services**

#### **Terms of Occupancy**

- a) Rooms will be available at 3pm of check-in day to 10am of checkout day. Permission for early arrival or late departure may be given under exceptional circumstances but it should not be assumed that such approval will be given. Additional charges may be applied if a guest stays past the 10am check out time without permission from Campus Housing. The University is closed from December 24th to January 4th - no food or residence life services are available during this period. No guarantee can be given that the assigned unit will be available outside the contract dates.

### **Terms and Conditions**

#### ***Housing Fees***

- a) The guest agrees to pay housing fees at the 2005-2006 rate set by the Board of Directors.

#### ***Deadlines***

##### *Degree Program Residencies*

- a) All program residence applications are subject to a non-refundable \$30 administration fee.
- b) Basic Residence Fees (Dorm/En-suite costs) will be posted against your learner account, and should be paid online at [www.royalroads.ca/payments](http://www.royalroads.ca/payments). At the end of your residency your account will be updated to reflect any optional fees payable, i.e. parking, linen service, extra nights, upgrades or telephone, for online payment. Balances are due within 7 business days of posting. Campus Housing is not responsible for contacting an individual regarding a late payment.
- c) Payment may be made online through your learner account by major Credit card (Visa, MasterCard, Amex) or direct payment through Internet banking, or via cheque, cash or money order.
- d) For cancellation deadlines see the sections on cancellation.

##### *Executive Program Residencies and Visitor Accommodations*

- a) A credit card is required to hold the room at the time of booking.
- b) The credit card will be charged upon departure and a receipt emailed to the address on file.
- c) Any cancellations received less than 24 hours prior to arrival will be charged one nights accommodation.

#### ***Conditions***

The guest agrees:

- a) That the University may change his or her room assignment.
- b) Not to smoke in any building including residences as per the Capital Regional District Bylaw No. 2401.
- c) Not to sublet or assign room to another person, and further agrees to register any overnight guest, with the Senior Housing Associate or after posted hours with Security and that any such guest may not stay in excess of three consecutive nights. In the case of double rooms and common areas in Faculty Housing, overnight guests are only permitted if the above conditions are satisfied and, in addition, consent is obtained from the roommate(s).
- d) Not to change rooms without the approval of Campus Housing.
- e) Not to move any furniture into, or out of, assigned room or any common living area.
- f) Not to change any residence or University facility furniture or equipment without the express permission of the Manager of Retail Operations.
- g) Not to keep, feed or harbour animals of any kind in any of the residence buildings (with the exception of guide and assist dogs).
- h) Not to throw, place or hang anything from the windows or exterior porches.

- i) Not to use any electrical appliances for cooking food or for generating heat in assigned room, lounge or hallway.
- j) Not to have dangerous weapons, a firearm, any form of explosive, fireworks, hazardous chemicals, propane tanks or gasoline in any residence building or immediate vicinity.
- k) Not to bring a bicycle or motorcycle into any residence building. Bicycles must be stored in designated bicycle racks located around campus.
- l) Not to conduct any commercial enterprise from assigned room or any other area of residence or university property.
- m) Not to use the room in a manner which will interfere with the rights of other residents to reasonable enjoyment of their privacy. No individual or group should make excessive noise, which interferes with a person's right to study or sleep.
- n) Not to use a refrigerator in an assigned room unless approved by Senior Housing Associate.
- o) Not to burn candles or incense anywhere in residence.
- p) That the University reserves the right to perform periodic spot checks in residences for unauthorized items.
- q) To maintain assigned room in a clean condition, and to do their share in maintaining the cleanliness of the shared/common areas.
- r) To pay any charges arising from any work needed to restore assigned room or common area to its original condition.
- s) To accept full responsibility for the actions or conduct of their guests.
- t) Not to use barbecues in or on the premises.

### ***Community Living***

The guest agrees:

- a) That freedom from bodily harm, threats and damage to personal property is a universal right. Any kind of abuse or harassment will not be tolerated in residence. Complaints or inquiries regarding these issues can be made to the Director of University Life, the Police and other professional agencies.
- b) That the unauthorized possession of a firearm and/or any dangerous weapon is not permitted on campus. Offenders will be evicted from Residence and are subject to disciplinary action by the University.
- c) That possession, use, exchange or sale of illicit drugs in residence or in the vicinity of the residences is in violation of the Housing Agreement and will result in eviction from residence and possible criminal charges.
- d) The violation of any alcohol regulation will result in disciplinary action and may lead to termination of the offender's Agreement. Guests and visitors are subject to the provincial liquor regulations and other policies the University may establish regarding the use of liquor on the University premises. British Columbia liquor regulations apply to individual rooms and units. Liquor may not be served or consumed in public areas including hallways, computer labs and residence lounges.
- e) That any damage and/or loss to University property deemed to result from any willful action will result in disciplinary action and may lead to termination of the offender's Agreement.
- f) That Campus Housing, in consultation with the Director of University Life, reserves the right to terminate a guest's Housing Agreement if it becomes apparent that essential medical information on pre-existing conditions has been withheld or if the onset of emotional or physical illness, while in residence, appears to affect the well-being of other guests.
- g) That violation of any municipal, provincial and/or federal laws in residence will result in termination of this Agreement, and may also lead to prosecution under the law.
- h) Tampering with fire safety equipment, false activation of a fire alarm or failure to respond and/or evacuate any residence area in response to a fire alarm may result in immediate eviction from the residences and possible prosecution.
- i) Unnecessary damage automatically increases operational costs, which influence residence fees. The intent of this policy is to limit the amount of damage done and to recoup any repair/replacement costs from those who are responsible. Damage and/or loss will be charged to the individual(s) responsible, whenever that person or persons can be identified. Damage and/or loss caused by guests of residents will be billed directly to the host. In cases where the individual(s) responsible cannot be identified, the charges will be assessed against the most appropriate living unit.
- j) Residence Housing - The assigned occupant will be held responsible for all damage and repair charges. In double rooms, charges will be divided equally between the assigned residents. All floor members will be held collectively responsible for all damage and repair charges in floor common areas if the individual(s) responsible cannot be identified.

- k) Faculty Housing - The listed occupant will be held responsible for any damage and repair charges assessed to their individual room. All members of the faculty unit will be held collectively responsible for damage to common areas (living room, kitchen, washrooms, hallways etc.).
- l) The charges assessed will cover the cost of necessary repairs and/or replacements to restore the residence to its original state. Repair costs will be based on material and labour costs required to complete the repair.
- m) Any individual with repair/replacement charges outstanding will be considered in breach of the Housing Agreement. Repair/replacement charges will be considered to be outstanding after the due date indicated on the invoice. Guests who wish to appeal may direct their inquiry to the Manager of Retail Operations.

***Cancellation of the Housing Agreement by Learner***

The Housing Agreement may be cancelled for any of the following reasons:

- a) Cancellation of agreement prior to ten (10) business days before the residence start date, full refund less \$30 administration fee.
- b) Cancellation of agreement less than ten (10) business days before the residence start date, no refund unless the room can be resold less the \$30 administration fee.
- c) Cancellation of agreement during residency is no refund.
- d) The guest may cancel their Housing Agreement by giving written notice to Campus Housing.
- e) Must completely vacate the assigned room, return all keys and leave residence on or before the agreed upon checkout date.
- f) If a guest vacates prior to this checkout date and returns the room keys to Campus Housing, the guest gives permission for the immediate occupancy of the room.
- g) Any indebtedness to the University arising out of the guest's stay in residence will be paid before any refund will be issued. Where the indebtedness exceeds any refund, the guest will pay the balance owing within fourteen (14) days of their withdrawal from residence. Any costs incurred by the University, in collecting any monies owed after this time, will be included in the total amount owed by the guest.

***Cancellation of the Housing Agreement by the University***

The Housing Agreement may be cancelled for any of the following reasons:

- a) If the guest is in breach of the Housing Agreement, the University may give 24 hours notice in writing to the guest delivered in person or left in assigned room, that the Agreement is terminated. No refund issued.
- b) If the guest is requested to leave by the University (Program), the University may give 24 hours notice in writing to the guest delivered in person or left in assigned room, that the Agreement is terminated. The refund will be prorated based upon occupancy less \$30 administration fee.
- c) If any action or conduct of a guest is a real or perceived danger to the health or physical safety of that guest or any other person in residence, the University may impose sanctions including termination of the Housing Agreement and immediate eviction from residence.
- d) When a Housing Agreement is terminated, the guest must completely vacate the assigned room, return all keys and leave residence on or before the termination date. Eviction will include the removal of visiting privileges to the Residences including all common and public areas, for a period determined by the Manager of Retail Operations. An appeal will not halt or delay the termination date.
- e) Any person whose Housing Agreement is terminated by the University, will be responsible to the University for any loss in revenue caused by such termination. Other charges and conditions identified in "Cancellation of the Housing Agreement" will be applied in determining any refund.
- f) If a guest vacates prior to this termination date, no additional refund is given. Furthermore, by returning the room keys to the Campus Housing, the guest gives permission for the immediate occupancy of the room with no additional refund.
- g) Any indebtedness to the University arising out of the guest's stay in residence will be paid before a refund will be issued. Where the indebtedness exceeds any refund, the guest will pay the balance owing within fourteen (14) days of their withdrawal from residence. Any costs incurred by the University, in collecting any monies owed after this time, will be included in the total amount owed by the guest.