

TERMS AND CONDITIONS

1. **Smoking is not permitted in any of the University Residences. In addition, individuals who wish to smoke outside of the building, MUST be a minimum of 15 feet away from the building.**
2. Guests may check-in after 2:00 p.m. Earlier arrivals will be facilitated whenever possible. Checkout is by 11:00 a.m sharp. **After that hour, guests will be charged for another night's accommodation.**
3. The Conference Housing staff will assign rooms, issue and collect keys. All participants will be charged for room use until they checkout at the Reception Desk, and return the keys to a Conference Housing employee at the reception desk located in Cascade Hall.
4. Guests will be held responsible for the return of keys. A **\$75.00** lost key charge will apply to each guest who does not return keys upon departure. This fee is based upon the cost of the lock replacement.
5. The group organizer (official representative) will be held responsible for any costs or damages incurred by the University Residences as a result of the actions of the delegates. Costs for damages incurred and/or missing equipment will be added to the final invoice for your group.
6. Payment of all invoices is due within 30 days of the invoice date. Cheques should be made payable to University of Calgary and addressed to Conference Housing. Payment may also be made by Debit, MasterCard, and Visa.
7. The University accepts no responsibility for any loss, damage to, or theft of equipment used or provided by the group.
8. The University is not responsible for accidents, injuries, or loss of money or personal valuables by fire, theft, or water damage.
9. In accordance with the Alberta Liquor Control Board regulation, alcoholic beverages may not be consumed in residence public areas. This includes but is not limited to the lounges, hallways, bathrooms, etc. Alcohol may be consumed within the traditional dormitory rooms and within the apartments only. If guests are found consuming alcoholic beverages in public areas, they will be asked to leave the residences immediately.

TERMS AND CONDITIONS CONTINUED

10. Cooking in dormitory rooms is not permitted, as there is no access to cooking facilities in the dormitories. Access to cooking facilities is available in the apartment style residences. Guests are responsible for bringing their own cooking supplies and dishes, as the apartments are not equipped with either.
11. The use of Rollerblades, skateboards, scooters and bicycles are strictly prohibited in the Residence Complex buildings and tunnels. Rollerblades must be removed prior to entering the buildings. Bike Storage is available upon request.
12. Pets are not permitted in University buildings, including the residences.
13. Out of consideration for other groups staying in residence, during your stay we ask that you respect the quiet hours starting at 11pm daily. **Quiet hours are in effect from 11pm-7am daily.** Outside of these times courtesy hours are in effect. If noise is deemed to be excessive, you will be asked to reduce the noise level. If this request is not respected, you may be asked to leave the residences immediately by a University Staff member.
14. Any groups comprising of delegates under the age of 18 years **MUST** have a chaperone ratio of 1 adult to every 10 minors in the group. In addition, Chaperones must be evenly distributed amongst the group of minors, in terms of room assignments. At check-in, the chaperones must provide a means by which they can be contacted (Eg. A cellular phone number) should any concerns or emergencies arise. Groups that do not adhere to this policy, may be asked to leave the Residence Complex.