



## ROOM RESERVATION FORM

### Room Reservation Request

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

Date of Birth: \_\_\_\_\_ (must be 18 years of age)

Gender-How do you identify?

Man     Woman     Prefer to Self Describe \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**ALL RESERVATIONS MUST BE MADE 2 BUSINESS DAYS PRIOR TO CHECK IN FOR PROCESSING OF YOUR RESERVATION.**

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

### Building and Room Options: *Please Choose one of the Following Room Options*

#### McMaster Hall: Twin Room (2 twin beds) - Private Washroom



Please Reserve

\$62.50/night for 1 person

\$82.50/night for 2 people

Room shared with (name): \_\_\_\_\_

*Complimentary Parking Included.*

#### McMaster Hall: Queen Room (1 queen bed) - Private Washroom



Please Reserve

\$62.50/night for 1 person

\$82.50/night for 2 people

Room shared with (name): \_\_\_\_\_

*Complimentary Parking Included.*

**Note:** A portion of McMaster Hall is currently under renovation. Guests staying in McMaster Hall can expect reasonable construction noise Monday through Friday between the hours of 9:00am and 6:00pm. We thank you for your understanding.

### To Confirm Reservation, Credit Card Information is Required

Mastercard     VISA     American Express

Card Number: \_\_\_\_\_ CVV No \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Card holder's name on the credit card: \_\_\_\_\_

*I authorize cancellation fees, lost/unreturned keys or fobs, unreturned meal cards or room damages to be charged to this card.*

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Important Note:** Providing credit card information via email or fax may not be secure. Should you prefer an alternative, please call 204-727-7394 or 204-571-7852 and provide the information over the phone. Credit card information is held in place of a deposit and is destroyed after the guests departure.

**Payment Information:** Payment will be due upon check in.

#### Acceptable Methods of Payment:

Stays of Less Than 10 Days:

Visa, Mastercard, American Express,, Cash, Cheque or Debit.

Stays of 10 Days or More:

Cash, Cheque or Debit.

**CREDIT CARDS ARE NOT ACCEPTED**

**Please email completed forms to stay@brandonu.ca**

# Terms and Conditions of Occupancy for Hotel BU Guests



HOTEL BU

## Hammer Reunion

The terms and conditions of occupancy below apply to all guests staying in any of the three Brandon University Residence buildings as Hotel BU guests. By way of signature below, Hotel BU guests agree to be held accountable to the following conditions of occupancy:

- CANCELLATION POLICY:** Cancellations within 7 days before scheduled check-in will be subject to 1 night's accommodation being charged. *\*\*Any additional charges incurred will be charged to the credit card on file.*
- Communal Washrooms:** Guest acknowledges that Darrach Hall and Flora Cowan Hall have communal style washrooms that will be shared by guests and accepts all associated risk. Communal washrooms will have signage to indicate gender designation, however this is not monitored at any time by Brandon University.
- Age of Majority:** Guest acknowledges that they are over the age of eighteen (18).
- Parking:** Passes are only valid for the parking lot for which they are designated. Hotel BU/Residence is not responsible for any injury, loss or damage to your vehicle and its contents.
- Check-out time: 12:00 p.m.** Keys and fobs must be returned to the Hotel BU/Residence office (drop box available afterhours). Unreturned keys will incur a charge of \$125.00 + tax. Unreturned fobs will incur a charge of \$27.25 + tax.
- Linens & Soap:** Fresh Linens, towels and soap are included in all rooms. (Please note: linens, towels and soap do not get replenished). If you would like to request fresh linen during your stay at a rate of \$8.00+ tax per request, you may do so by emailing [ancillary@brandonu.ca](mailto:ancillary@brandonu.ca)
- Laundry:** A washer and dryer is available for use at no additional cost. Just bring your own detergent and/or dryer sheets.
- Cleaning:** We do not offer daily housekeeping services. Guests must maintain their rooms and common areas in a clean, tidy and sanitary condition. Guests must place garbage in central garbage room located on each floor. There are brooms, mops and dustpans in garbage rooms for guest use. Vacuums can be borrowed from office, please email [ancillary@brandonu.ca](mailto:ancillary@brandonu.ca) to request one.
- Damages:** Guests will be charged for any damage to property or equipment and for extraordinary cleaning costs.
- Furnishings:** Guests are supplied with a desk, dressers, side-table, bed, mattress, chair, blanket, bed linen and pillowcase. Furniture is NOT to be moved without written permission from Ancillary Services. Furniture/linen not in the room at the end of the occupancy will be deemed missing, and the replacement value of that furniture will be charged to the guest.
- Smoking:** Is prohibited in all areas of Hotel BU/Residence. There are clearly marked smoking areas outside the residence buildings. Full details of Tobacco, Cannabis and E-Materials policy can be viewed here: <https://www.brandonu.ca/governors/files/Use-or-Consumption-of-Tobacco-Cannabis-or-E-Materials-FINAL-September-2018.pdf>
- Alcoholic Beverages:** Are prohibited in common areas of Hotel BU/Residence. Guests who are of legal age in Manitoba are permitted to drink in their room. Use of illegal substances is strictly forbidden in Hotel BU/Residence, and will result in eviction.
- Rules:** Guests must comply with all other rules of direction Hotel BU/Brandon University Residence may provide from time to time. Evictable offences include: actions contrary to federal and provincial law, possession of materials which endanger health or safety (i.e. firearms), violent or threatening behavior, major disturbances or repeated minor disturbances, behavior which adversely affects the rights of others, and repeated public intoxication.
- It is to be understood that rooms are for accommodation purposes only and that all guests are strictly prohibited from using the rooms, the building or adjacent grounds for any commercial purpose.
- Tampering with or misuse of fire alarm systems and fire safety equipment is an offense under the Criminal Code of Canada, and as such, offenders will be prosecuted. Note: all residence areas are designated "no flame": this means no candles, incense burners, or any other device that generates a flame.
- Brandon University, Hotel BU/Residence are not liable for the loss of money or valuables by any person, or for the loss of, or damage to, property belonging to a resident or guest. The insurance carried by the University on housing units covers only the building and contents which belong to the University.
- Brandon University, Hotel BU/Residence will not be liable for any personal injury or damage, including death suffered by any guest or by any other third party.
- Hotel BU/Residence reserves the right to reassign individuals to different rooms or a different hall at any time.
- Guests are not permitted to let other persons use their rooms during absences from campus.
- Guests are required to comply with all federal and provincial laws and statutes. Failure to do so will result in the University contacting the appropriate law enforcement authority.
- There are no pets allowed in the Hotel BU/Residence complexes. Service Animals will be permitted with appropriate documentation. To request Service Animal access, please email [ancillary@brandonu.ca](mailto:ancillary@brandonu.ca)
- We understand and respect your need for privacy. Hotel BU/Residence reserves the right to visually inspect all guest rooms as it deems appropriate to ensure the well-being of our guests and to confirm the condition of the room.

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Guest Signature

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Date