

## Group Agreement SCHEDULE "A" - The Services

### Accommodation - TRADITIONAL DORM ROOMS

Accommodation is provided in traditional dorm rooms with shared floor washrooms. Single and twin rooms are available. Linen and towel services are provided. Please note, twin rooms are either dedicated twin rooms or single rooms are used with the provision of cots -- availability of dedicated twin rooms cannot be guaranteed. Groups not wanting to utilize cots to twin rooms will be required to pay single rates. Each floor offers a kitchenette (refrigerator, microwave and sink) as well as common lounge spaces featuring cable television and complimentary Wifi. Card operated laundry facilities are located in each building. **Note that parking charges are extra and may be arranged upon check in.**

### Accommodation - PRIVATE DORM ROOMS

Accommodation is provided in private dorm rooms in **SINGLE OCCUPANCY** (one single bed). Nightly rates include complimentary Wifi.

Rooms offer **private washrooms**, a work desk, linen and towel services. Each floor includes a lounge with cable television, a kitchen and laundry facilities (fees apply). **Note that parking charges are extra and may be arranged upon check in.**

### Accommodation - GUEST ROOMS

Accommodation is provided in the Conference Centre Guest Rooms. Nightly rates include complimentary Wifi. Rates are based on single or double occupancy. Guest rooms offer televisions with cable service, telephones with free local calls, hair dryers, fridge, Keuring coffee maker, clock radios, as well as daily housekeeping service. **Note that parking charges are extra and may be arranged upon check in.**

### Additional Services:

- The University of Alberta does not guarantee exclusive use of the floor, lounge area and/or washroom facilities in the residence you are accommodated in. We will endeavour to provide your group with as much privacy as possible but please be advised that other groups and/or students may be residing in the same area as your group.
- Bus Parking can be pre-arranged by your Group Coordinator. Additional charge applies.
- All Residence buildings are non-air conditioned. All accommodation rooms feature windows that open.
- A limited supply of fans are available at the Front Desk on a "first come, first serve" basis. (Deposit is required)

### Individual Reservations & Payments:

- All rates are quoted in Canadian currency and are subject to all government fees & taxes.
- When reservation & payments are being made as individual reservations, a block of rooms as detailed on the attached will be held without deposit until the release date specified therein.
- Any rooms not picked up by delegates will be released. After this date, accommodation will be available on a first come, first serve basis only. ***It is advisable to ask delegates to ensure their reservations are made before the specified release date to ensure availability.***

### Cancellation Policy:

- Individual reservations require a valid credit card number to confirm each reservation. A reservation may be cancelled up to 48 hours prior to the date of arrival without penalty.
- If sufficient cancellation notice is not received, a charge equivalent to the first night of stay will automatically be charged to the credit card used to confirm the reservation.

**Key Policy:**

Room keys and proximity cards must be returned upon checkout or a lock change fee will be charged. If the room key (or room key and proxy card) are not returned, **a charge of \$150 per set will be levied.**

Key charges are effective at the scheduled check-out time. Should keys not be returned at this time but returned later, locks will have been changed and charges are applied and non-refundable.

This policy is in place for the safety and security of our guests. For group reservations and payments, lock change charges will be applied to the group invoice. For individual reservations and payments, lock change charges will be applied to each guest's charges.

Proximity cards are required for access to the residence halls on a 24 hour basis.

## Group Agreement SCHEDULE "B" – Rules and Regulations

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**Check in time is after 4:00 pm.**

**Check out time is by 11:00 am.** Late check outs may be assessed additional charges.

Limited luggage storage is available through Guest Services; however, the University of Alberta is not responsible for loss or damage. Luggage will be kept for a maximum of 1 day.

Lost and found items will be retained at the Guest Services Desk for a maximum of 7 days.

**Smoking is prohibited** in all areas of Lister Hall and the residence towers. Any guest found in violation of the no smoking policy is subject to immediate eviction. In addition, a minimum \$150 penalty will be charged to the group.

**Alcoholic beverages are prohibited in all common areas** but are permitted in rooms and floor lounges. The legal drinking age in Alberta is 18 years. Minors are not permitted to consume alcoholic beverages.

Groups with participants under the age of 18 years old are required to provide a minimum ratio of at least **one (1) chaperone per eight (8) minors**. A higher ratio of chaperones to minors is preferred. Chaperone names must be provided to our office.

Groups and individuals will maintain their rooms and common areas in a clean, tidy and sanitary condition.

Groups and individuals will be charged for any **damage to property or equipment** and will also be charged for all extraordinary cleaning costs.

**All** food and beverage services to meeting facilities in Lister Hall proper must be provided by Classic Fare Catering at the University of Alberta.

Groups and individuals will refrain from generating noise or otherwise disturbing other guests. Many guests are students and may be studying. **Quiet hours are in effect from 11:00 pm to 7:00 am.**

**Open flames are not permitted** in Lister Hall, the residence towers or common areas. Groups and individuals will refrain from lighting candles and incense.

Groups and individuals will refrain from engaging in **any** illegal activity while on University of Alberta property.

Failure to comply with any of these regulations could result in immediate eviction.