

# Occupant Application & License Agreement Prince George Campus Housing

**Early May to early August | 3 nights minimum | 15 weeks maximum**

**Occupant** refers to an individual occupying a room for minimum 3 nights to maximum 15 weeks for non-academic purposes. This Application and Occupant License Agreement (hereinafter referred to as **Occupant Agreement**), is a legal contract that outlines the obligations of the Occupant, the Institution, and the Housing Manager/Delegate. This contract constitutes an offer by the College of New Caledonia (hereinafter referred to as **CNC**) to contract with the Occupant for campus housing accommodation. CNC reserves the right to amend the Occupant Agreement, as it deems fit and necessary in its exclusive discretion to affect the reasonable and efficient operation of CNC's Housing facility.

- 1. First and foremost, we are home to students and provide hostel accommodation only during the summer months when our student numbers decrease we do not provide hotel/motel services**
- 2. Check in hours: Monday to Friday 10am-2pm or 6-8pm | and Saturdays 4-8pm**
- 3. Submit your Application via email to [residence@cnc.bc.ca](mailto:residence@cnc.bc.ca) do not submit multiple applications**

## Rooms and rates

IMPORTANT	<ul style="list-style-type: none"> <li>weekly rate applicable only when stay exceeds 2 weeks</li> <li>combination of both nightly and weekly fees may apply</li> </ul>	NIGHTLY	WEEKLY
		3 to 14 Nights	3 to 15 Weeks
Occupant Standard	Private room   <b>shared washroom</b>   Twin bed (40)	\$30.00 + GST	\$170.00 per week
Occupant Large	Large room   <b>shared washroom</b>   Twin bed (4)	\$30.00 + GST	\$180.00 per week
Occupant Private	Private room   <b>private washroom</b>   Twin bed   Limited occupancy (4)	\$30.00 + GST	\$190.00 per week
Linens	Linens and Towels by request   Laundered by Occupant   One-time fee	\$15.00 + GST	\$25.00 + GST
Security Deposit	Charged to credit card   applicable upon damage or negative inspection	\$50.00 flat	\$100.00 flat
Cancellation Fees	Same day or no show   Charges applied to credit card	\$30.00 + GST	\$30.00 + GST
Academic Students	Do not complete this form if you are an academic student	- STOP! SEE THE ACADEMIC & TRADES APPLICATION -	

## Housing team

The Housing team consists of the Housing Manager, Residence Advisors (RAs) and the Caretaker. RAs are students living on campus, are an integral part of the Housing team and are your primary resource while staying on campus. Occupants are required to treat the RAs and all CNC staff with respect, as well as abide by the expectations and standards. The RAs 1) ensure standards and rules are fairly carried out and adhered to, 2) check in new arrivals and acquaint them with the community, 3) provide office and administrative duties including payment and document review, and 4) are available in case of urgencies and emergencies.

## Expectations

- Sub-occupancy, double occupancy, piggybacking, or passing one Occupant to another room is strictly prohibited
- Room keys kept on Occupant at all times, not lent to anyone
- Room and washroom (private or shared) kept clean
- Bedding laundered by Occupant minimum once weekly
- NEVER sit or sleep on bed without linens
- Toiletries and personal hygiene items supplied by Occupant
- Shared kitchen kept clean and for use by paid Occupants only
- Adhere to ALL smoking, vaping, and alcohol standards
- Adhere to **quiet hours**:  
10pm to 7am Sunday-Thursdays; 1am to 10am Friday-Saturday
- Assumes direct responsibility for daytime visitors, never leaving them unaccompanied; Academic right to privacy takes precedent over Occupant's right to host a daytime visitor
- Reports all broken/damaged room items/fixtures immediately
- Will NOT use deep fryers or open-fry with oil or other grease
- Will NOT hang anything from sprinkler heads or curtain rods
- Will NOT move or remove lounge or room furniture
- Will NOT bring animals into the building or rooms
- Will NOT store bicycles inside room
- Will NOT use candles or open flames
- Will NOT use or store firearms, knives or weapons in room

Rooms left in an unreasonable state (requiring carpet cleaning, painting, repair, removal of items etc) will be subject to additional charges.

Occupant Initials	Manager   Delegate   RA Initials

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## Community standards

- Cleaning services not included** - Occupants have access to sign out vacuums and brooms during office hours
- Housing parking lot** for Academics and Occupants only - Impark passes required 250 563 8430 or PayByPhone app (lot 9890)
- CNC is impairment free.** Smoking or vaping of any non-tobacco substances on the property is prohibited  
**Smoking or vaping** of tobacco products is permitted in two designated sections at the front and back of the building where the receptacles are located. Smoking or vaping of any substance inside rooms, lounges, on the second level balcony, or outside room doors is PROHIBITED. Persons must be no less than 6 meters from the doorways while smoking or vaping tobacco.  
Occupants caught smoking outside designated areas and/or disposing of smoking paraphernalia on the ground will be fined \$100 and required to vacate within 24 hours. Occupants caught smoking inside a room, or where there is strong smoke odor and a likelihood the room has been smoked in, will be charged a room recondition fee up to \$500 and required to vacate immediately.
- Open alcohol** is prohibited in room where minors reside and in all shared spaces including balconies, sidewalks, and lawns. Alcohol is permitted inside the Occupant room only, BC Liquor age laws apply. Occupants caught with open alcohol outside of their room will be fined \$100 and required to vacate within 24 hours
- Illegal substances are prohibited.** The location of or use of such items will result in immediate eviction, monetary fines, and possible further action with authorities
- Garbage** to be disposed of by the Occupant into the waste bin near the parking lot, and not to accumulate in the room
- Bottle/can recycling** to be taken to the depot or donated to the housing community. Accumulated bottles and cans is not permitted
- Laundry rooms** for paid Occupants only - 2 washers, 2 dryers in each room (lower and upper lounges) - fees posted
- PTAC** (heating/cooling units) to be turned off in May-Aug when vacating room

## Liability | Mutual Agreement

Occupant must maintain the room to the same standard it was at the time that possession occurred and is liable for any damage or deficiency caused to the room during stay. Housing Manager and CNC shall not be liable to Occupant for any loss or damage, however caused, to property during accommodation or on CNC grounds. Occupant will and hereby indemnifies and saves harmless CNC and its directors, members, employees, agents and others of CNC from any and all liabilities, damages, costs, claims, suits or actions whatsoever in connection with or arising from: (a) Any breach of any obligation set forth in this Lease to be observed or performed by me; (b) Any act, omission, or negligence of me, my guests, or others for whom I am responsible; or (c) Any damage to property occasioned by my use and occupation of the Property/Housing building or any injury to person or persons, including death, resulting at any time from my use and occupation of the Property. I am personally responsible for demonstrating good citizenship, preventing damages and vandalism, and reporting information about any such occurrences. Occupants causing damage to any part of the building will be held financially responsible. Shared space includes but is not limited to washrooms, lounges, corridors, laundry rooms, stairwells, exterior doors, parking lots, kitchen, and other public areas. Alteration, renovation, or installation to Housing facilities is prohibited. Any attempt to make changes to the room's heating/cooling system, other than turning heat or cool setting up or down, are prohibited.

### Occupant agrees to:

- Maintain control of and not copy any keys, report lost keys, pay all replacement fees, and return keys to office by noon on check out date
- Close and/or lock all doors and windows** when not in room
- Read and abide by the Community Standards Handbook as well as the direction of CNC Staff and Residence Advisors
- CNC will not provide security personnel explicitly for enforcement of policy or safe guarding the building
- Pay for excessive cleaning and/or damages

### CNC:

- Assumes the responsibility of providing locking doors and setting policy intended to promote security
- Any termination of this agreement, howsoever, caused or effected shall be entirely without prejudice to the rights of CNC, at law or accruing under the Occupant Agreement
- May terminate or temporarily suspend Occupant Agreement without notice or liability in the event of a circumstance beyond its control which makes continued operation non-feasible

I acknowledge that the Manager, CNC staff, emergency services or RCMP may enter the room to ensure my safety/security where there is reasonable cause to believe that the Terms of this Agreement are being violated, an emergency situation has arisen, or I have vacated the room without notice. The room may also be entered without notice and/or without my presence, for inspection, maintenance, repair services, and/or for replacement of property/fixtures.

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First Name		Address		City/Town	
Last Name		Province/Country		Postal/ZIP	
Cell Phone	Company Phone	Personal email MANDATORY		Company email, MANDATORY if applicable	
Company			Supervisor(s) name		
Application Date  dd   mm   yyyy		Requested dates of stay dd   mm TO dd   mm   yy			
		Purpose of stay			
		Return dates <i>if applicable</i> dd   mm TO dd   mm   yy			
I identify as <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		I have a shared washroom preference: <input type="checkbox"/> No, whatever works   <input type="checkbox"/> Yes <input type="checkbox"/> Male <input type="checkbox"/> Female			
<input type="checkbox"/> Visa	<input type="checkbox"/> MC	<input type="checkbox"/> YES process full payment upon confirmation of booking		Cardholder Signature	
		mm   yy			

OFFICE USE ONLY		Room # _____	Confirmed: _____	
In dd   mm	Out dd   mm	# nights	# weeks	GST on nightly rates   GST on all linens   <b>NO GST</b> on weekly rates
x [ ] \$ /night = \$ [ ]	Extension: x [ ] \$ /night = \$ [ ]		NOTES:	
+ \$ linen = \$ [ ]	+ \$ linen = \$ [ ]			
+ 5% GST = \$ [ ]	+ 5% GST = \$ [ ]			
x [ ] \$ /week = \$ [ ]	x [ ] \$ /week = \$ [ ]			
+ [ ] deposit = \$ [ ]	+ [ ] deposit = \$ [ ]			
<b>Total Fees = \$ [ ]</b>	<b>Total Fees = \$ [ ]</b>			
Receipt # _____ Debit Auth # _____		Receipt # _____ Debit Auth # _____		
Cleaned by: _____ Cleaning notes: _____				
Date/Time: _____				
Additional Fees: _____				

## Licensor and Terms of Occupancy

Whereas CNC is the licensor and manager of CNC Housing; and whereas Occupant agrees to enter into Agreement the conditions set out, the terms, conditions, and regulations incorporated herein. Occupant agrees that CNC provides housing to Occupant by way of this Agreement only. Agreement is for the term specified. Occupant will fully observe and adhere to all policies and guidelines. The Housing Manager/Delegate reserves the absolute right to assign/reassign rooms, including approval/denial of request for reassignment. I declare that I have read the [Community Standards Handbook](#) and Occupant pages 1-2 of this Agreement and agree to adhere to the standards and expectations, fees, terms and conditions within, as well as the policies and guidelines set out by CNC Housing.

Emergency contact First and Last Name		Emergency Contact Number(s)		Relationship to Occupant	
Occupant Signature		Guardian Full Name and Signature (if Occupant under 19)		Relationship to Occupant	
dd   mm   yy		Manager   Delegate   RA Signature			