CNC Housing | Occupant Group Request Form for Coordinator

Occupant refers to an individual occupying a room for a period less than 2 weeks for academic purposes, or to a maximum of 14 weeks for non-academic purposes. This Group Request Form is to be filled out by the Coordinator/Organizer/Leader and must be accompanied by individual Occupant Application & License Agreements per each Occupant named below. For underage groups, please refer to the Occupant Group Underage Application.

STOP: Carefully and thoroughly read all sections of this document

CHECK IN TIMES Mon-Fri 12-3pm | 6-8pm Sat-Sun 12-2pm | 6-8pm

RETURN this form via email in original PDF format **or** scan as PDF | no photos please

Application Date |dd |mm |yyyy | Address _____

Coordinator First Name _____ Email _____

Coordinator Last Name _____ Phone(s) _____ ☐ Male ☐ Female

Requested Date(s) of Stay: |dd |mm | TO |dd |mm | **and** | OPTIONAL |dd |mm | TO |dd |mm | 20 ____

Purpose of Stay _____ Contact Name _____

Organization Name _____ Contact Number _____

____ ____ ____ ____ |mm |yy | Cardholder Signature _____

MANDATORY CREDIT CARD INFORMATION ☐ Visa ☐ MC ☐ YES process full payment upon confirmation of booking

EACH Occupant named below MUST individually complete and sign the Occupant Application & License Agreement - to be provided to the Group Coordinator and submitted with this form as a package.

First Name	Last Name	Age	Contact Number	First Name	Last Name	Age	Contact Number

TOTAL NUMBER of rooms requested must match individual applications ____

Rooms | Washrooms | Fees

IMPORTANT
- weekly rate applicable only when stay exceeds 2 weeks
- combination of both nightly and weekly fees may apply

		NIGHTLY 1 to 14 Nights	WEEKLY 3 to 14 Weeks
☐ Standard Private	Standard room | **shared washroom** | Twin bed | General occupancy (76)	$30.00 + GST	$170.00 per week
Large Private	Large room | **shared washroom** | Twin bed | Limited occupancy (8)	$30.00 + GST	$180.00 per week
Private	Private room | **private washroom** | Twin bed | Limited occupancy (8)	$30.00 + GST	$190.00 per week
☐ Linens	☐ Linens ☐ Towels | by request | Laundered by Occupant | one-time fee	$15.00 + GST	$25.00 + GST
Security Deposit	Held by credit card | applicable upon damage or negative room inspection	$50.00	$100.00
Cancellations	Same day | No show | Charges applied to credit card	$30.00 + GST	$30.00 + GST
Academic	For 2+ weeks - see Academic & Trades Application	$30.00 + GST	- STOP -

College of New Caledonia CNC Student Housing