

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 ||| Address

Coordinator First Name Email

Coordinator Last Name Phone(s) Male Female

Requested Date(s) of Stay: || TO || and | OPTIONAL || TO || 20

Purpose of Stay Contact Name

Organization Name Contact Number

||||| 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		NIGHTLY	WEEKLY
		1 to 14 Nights	3 to 14 Weeks
<input type="checkbox"/> 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
<input type="checkbox"/> Linens	<input type="checkbox"/> Linens <input type="checkbox"/> 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 -

