



University of Calgary Accommodations and Events – Terms and Conditions

FOIP: Personal information collected as part of the Contract will be used for the purpose of managing the accommodation arrangements. The information is collected under the authority of University of Calgary and will be protected under the provisions of the Alberta Freedom of Information and Protection of Privacy Act. For inquiries about the collection and use of this information, contact Information and Privacy Coordinator via e-mail at foip@ucalgary.ca

Note: Information regarding our guests cannot be given out to anyone due to FOIP.

Marketing: The use of promotional materials that include any of the Residences or University of Calgary name, photos or imply their involvement must be approved by the Conference Sales Specialist.

Signage: Groups requiring signage posted on the University of Calgary property including Residence Halls interior and exterior space, must be approved by the Conference Sales Specialist. For any cost of removing signage post departure the group will be assessed a minimum charge of \$150.00 per hour for removal.

Arrival & Departure: Guests may check-in after **4:00 pm**. Earlier arrivals will be facilitated when possible but are not guaranteed. Check-out is by **11:00 am**

Late check-out will be given based on availability and should be requested in advance.

Late check-out after 12:00 pm will be charged \$30.00/ hour up to an additional night's accommodation.

Chaperone ratio for groups staying on campus: All groups comprising of delegates under the age of 18 years **MUST** have a chaperone ratio of 1 adult to every 10 minors in the group. In addition, Chaperones must be evenly distributed amongst the group of minors, in terms of room assignments. At check-in, the Chaperones must provide a means by which they can be contacted (Eg. A cellular phone number) should any concerns or emergencies arise. Groups that do not adhere to this policy may be asked to leave the Residence Halls.

Quiet hours are in effect from 10:00pm-7:30am daily.

Overnight Parking: Guests staying on campus are welcome to park in the main level of the Art Parkade. Current (2024) charge is \$11.00 per day. In and out privileges are available for those who bill their parking charges to their guest room. Please have your **license plate information, make of the car and province of registration** ready to be provided at check-in. Parking rates are subject to change without notice.

Bus Parking: Passenger buses are prohibited from idling while waiting for passengers to load or unload. Buses and oversized trucks or vans may park in Lot 10, which is located behind Olympic Oval. Current (2024) rate is \$35.00 per night. To obtain parking, please inquire from the Front Desk staff at the time of check in. Please have your **license plate information, make of the car and province of registration** ready to be provided at check-in. Parking rates are subject to change without notice.

Disturbance Cost: Any group or individual partaking in behavior that is inappropriate or offensive such as excessive drinking, noise making, vandalism, etc. that disturbs other guests or our staff, will be fined a minimum of \$500.00 plus the cost of the guest rooms that were affected. Responsible persons or groups may be required to leave the premises.

Inappropriate Behavior: Including but not limited to: Water fights, food fights, loud cheering, or noises are always prohibited. Participants are also prohibited from throwing, launching, or dropping objects from



room windows. Participants caught in these above activities will be removed from the Residence Halls for the remainder of groups stay without compensation.

In accordance with the Alberta Liquor Control Board regulation, alcoholic beverages may not be consumed in public areas. This includes but is not limited to the lounges, hallways, bathrooms, etc. If guests are found consuming alcoholic beverages in public areas, the alcohol will be confiscated or disposed of, and they may be removed from the Residence Halls without compensation.

Damages: The group and/or individual will be held responsible for any costs or damages to Hotel Alma and Seasonal Residence because of the guest's actions. Costs for damages incurred and/or missing equipment will be added to the final invoice.

Loss: University of Calgary Accommodations and Events and University of Calgary are not responsible for accidents, injuries, or loss of money or personal valuables by fire, theft, or water damage.

Keys: Any keys not returned upon check-out will be charged an additional \$35.00 per key.

Smoking: Smoking is not permitted in any public building on University of Calgary Campus. In addition, individuals who wish to smoke outside of a building MUST be a minimum of 15 feet away from the building. Should guests smoke in their guest room, a \$250.00 smoking charge will be placed on group or individual account.

Cannabis: Use of recreational cannabis anywhere on campus is prohibited by the University of Calgary Cannabis Policy.

The University of Calgary Cannabis Policy came into effect on Oct. 17, 2018, the same day the federal cannabis law became effective.

Cleaning Cost: Rooms that require excessive or unusual cleaning will be assessed charges as determined by the Housekeeping Manager and Operations Manager.

Life Safety Equipment: Tampering with life safety equipment (fire alarms, fire sprinklers, emergency lights, etc.) or elevators in Residence Halls is strictly prohibited. Participants caught tampering with life safety equipment or elevators will be removed from the premises for the remainder of the groups stay. The group or individual may also be held responsible for any damages and/or legal fees or fines resulting with any tampering with any life safety equipment or elevators in the Residence Halls at University of Calgary. Should a fire alarm be activated, accidentally or purposefully, a minimum \$1,500.00 fee will be added to the group's final invoice or to individual responsible.

Equipment & Furniture: Equipment and/or furniture located in the Residence Halls may not be moved. The group or individual assumes all responsibility for lost, relocated or stolen furniture. A minimum charge of \$150.00 will apply for relocation.

Small Appliances: No crock pots, toaster ovens, hot plates, etc. are permitted on campus. No food may be left cooking unattended at any time. We do not provide dishes or cookware in the rooms.

Outdoor Equipment: The use of rollerblades, skateboards, scooters, bicycles, and sports equipment are strictly prohibited in Residence Halls and tunnels. Rollerblades must be removed prior to entering the buildings. Bike, Ski & Snowboard Storage may be available upon request.

Pets: Animals of any kind are not permitted in University of Calgary buildings. Should a guest require a Guide or Assistance Dog, the guest is responsible for submitting a request to the Conference Sales Specialist, prior to arrival.