



# Terms and Conditions of Occupancy for Hotel BU Guests

The terms and conditions of occupancy below apply to all guests staying in any of the three Brandon University Residence buildings as Hotel BU guests. By way of signature below, Hotel BU guests agree to be held accountable to the following conditions of occupancy:

- CANCELLATION POLICY:** Cancellations within 7 days before scheduled check-in will be subject to 1 night's accommodation being charged (per person). *For reserved stays of 10-27 days:* Should you terminate your stay prior to the 10th day, your nightly rate will revert back to the 1-9 day stay rate. *For reserved stays of 28+ days:* Should you terminate your stay prior to the 28th day, your nightly rate will revert back to the applicable rate based on actual length of stay.  
*\*\*Any additional charges incurred will be charged to the credit card on file.*
- Complimentary Food Voucher:** All guests receive a \$10.00 complimentary food voucher with each night of stay. These are valid only for the date of issue and are non refundable and non transferrable.
- Parking:** Passes are only valid for the parking lot for which they are designated. Hotel BU/Residence is not responsible for any injury, loss or damage to your vehicle and its contents. The parking pass must be returned to the Hotel BU/Residence office at time of checkout.
- Fridges:** Small fridges are available in room during your stay at no extra charge, email [ancillary@brandonu.ca](mailto:ancillary@brandonu.ca) to request one if there is not one already in the room.
- Check-out time: 12:00 p.m.** Keys and fobs and Food Voucher cards must be returned to the Hotel BU/Residence office (drop box available afterhours). Unreturned keys will incur a charge of \$144.95 + tax. Unreturned fobs will incur a charge of \$22.54 + tax. Unreturned Food Voucher Cards will incur a charge of \$10.00 +tax.
- Linens & Soap:** Fresh Linens, towels and soap are included in all rooms. (Please note: linens, towels and soap do not get replenished). If you would like to request fresh linen during your stay at a rate of \$8.00+ tax per request, you may do so by emailing [ancillary@brandonu.ca](mailto:ancillary@brandonu.ca)
- Laundry:** A washer and dryer is available for use at no additional cost. Just bring your own detergent and/or dryer sheets.
- Cleaning:** We do not have housekeeping services available at this time. Guests must maintain their rooms and common areas in a clean, tidy and sanitary condition. Guests must place garbage in central garbage room located on each floor. There are brooms, mops and dustpans in garbage rooms for guest use. Vacuums can be borrowed from office, please email [ancillary@brandonu.ca](mailto:ancillary@brandonu.ca) to request one.
- Damages:** Guests will be charged for any damage to property or equipment and for extraordinary cleaning costs.
- Furnishings:** Guests are supplied with a desk, dressers, side-table, bed, mattress, chair, blanket, bed linen and pillowcase. Furniture is NOT to be moved without written permission from Ancillary Services. Furniture/linen not in the room at the end of the occupancy will be deemed missing, and the replacement value of that furniture will be charged to the guest.
- Smoking:** Is prohibited in all areas of Hotel BU/Residence. There are clearly marked smoking areas outside the residence buildings. Full details of Tobacco, Cannabis and E-Materials policy can be viewed here:  
<https://www.brandonu.ca/governors/files/Use-or-Consumption-of-Tobacco-Cannabis-or-E-Materials-FINAL-September-2018.pdf>
- Alcoholic Beverages:** Are prohibited in common areas of Hotel BU/Residence. Guests who are of legal age in Manitoba are permitted to drink in their room. Use of illegal substances is strictly forbidden in Hotel BU/Residence, and will result in eviction.
- Rules:** Guests must comply with all other rules of direction Hotel BU/Brandon University Residence may provide from time to time. Evictable offences include: actions contrary to federal and provincial law, possession of materials which endanger health or safety (i.e. firearms), violent or threatening behavior, major disturbances or repeated minor disturbances, behavior which adversely affects the rights of others to progress academically and socially, repeated public intoxication.
- It is to be understood that rooms are for accommodation purposes only and that all guests are strictly prohibited from using the rooms, the building or adjacent grounds for any commercial purpose.
- Tampering with or misuse of fire alarm systems and fire safety equipment is an offense under the Criminal Code of Canada, and as such, offenders will be prosecuted. Note: all residence areas are designated "no flame": this means no candles, incense burners, or any other device that generates a flame.
- Brandon University, Hotel BU/Residence are not liable for the loss of money or valuables by any person, or for the loss of, or damage to, property belonging to a resident or guest. The insurance carried by the University on housing units covers only the building and contents which belong to the University.
- Brandon University, Hotel BU/Residence will not be liable for any personal injury or damage, including death suffered by any guest or by any other third party.
- Hotel BU/Residence reserves the right to reassign individuals to different rooms or a different hall at any time.
- Guests are not permitted to let other persons use their rooms during absences from campus.
- Guests are required to comply with all federal and provincial laws and statutes. Failure to do so will result in the University contacting the appropriate law enforcement authority.
- There are no pets allowed in the Hotel BU/Residence complexes. Service Animals will be permitted with appropriate documentation. To request Service Animal access, please email [ancillary@brandonu.ca](mailto:ancillary@brandonu.ca)
- We understand and respect your need for privacy. Hotel BU/Residence reserves the right to visually inspect all guest rooms as it deems appropriate to ensure the well-being of our guests and to confirm the condition of the room.

# Hotel BU & Brandon University Residence COVID-19 Protocol

- The Hotel BU & Brandon University Residence COVID-19 protocol is in place to protect all members of the Brandon University Community including all students, staff, faculty and guests. It is the expectation that all residents/guests understand and abide by the following protocol:
- Masks are must be worn at all times while on campus except in hotel/resident rooms or while eating in dining room
- Everyone must maintain a distance of 6 ft. between persons at any one time
- Rules regarding maximum capacity of common spaces must be respected
- Arrows directing traffic flows must be respected
- Only 1 person may be in the elevator at one time
- Common spaces should be sanitized after every use
- Hands should be sanitized before entering a building or common space
- Guests/Residents should self-assess every morning before they leave their room via the online screening tool: <https://sharedhealthmb.ca/covid19/screening-tool/>
- Guests/Residents must notify the office if any symptoms of COVID-19 appear and/or have been in contact with a person with a confirmed case of COVID-19
- All must read, understand, and agree to the terms of Self-Isolation Protocol if it is deemed necessary to go into self-isolation for 2 weeks (14 days)
- Off campus guests are strictly prohibited
- Guests/Residents are limited to 2 of the same on campus guests at any one time
- Guests/Residents are highly encouraged to only use their own private/semi-private washroom.
- It is up to the guest/resident to keep up to date with any updates regarding Hotel BU/Residence Rules and Regulations, including the COVID-19 Protocol and Self-Isolation Protocol
- Violation of this protocol is grounds for eviction or disciplinary measures.

## Hotel BU & Brandon University Residence Self-Isolation and Quarantine Protocol

The Hotel BU & Brandon University Residence Self-Isolation and Quarantine Protocol is in place to protect all members of the Brandon University Community including all students, staff, faculty, and guests. Guests/Residence students (“residents”) who are required to be in self-isolation or quarantine are required to follow the Hotel BU & Brandon University Residence Self-Isolation and Quarantine Protocol.

Self-Isolation: a guest/resident is considered to be in self-isolation when they are determined to have a positive case of COVID-19. A 14 day self-isolation period is required for these guests/residents.

Quarantine: a guest/resident is considered to be in quarantine when they have travelled to Brandon, MB from outside the Province of Manitoba, or if they are showing symptoms of COVID-19 and/or they are a contact of a positive case of COVID-19 but have yet to have been determined as a positive case of COVID-19. Guests/residents can expect to remain in quarantine until they are determined as a negative case of COVID-19. If the guest/resident is deemed a positive case of COVID-19, they are required to be in self-isolation for 14 days from the first day of onset symptoms.

The following steps are what guest/residents can expect if they are required to go into self-isolation or quarantine:

- Move to a designated temporary room. We encourage all guest/residents to come to residence with a “2 week bag” that includes enough clothes, toiletries, and other necessary supplies to last for 2 weeks to aid in the moving process.
- When moving to the new room, the guest/resident must follow a specific route instructed to them. Said guest/resident must wear a mask when transferring to the temporary room.
- Guest/resident must remain in temporary room at all times. Those who are placed in rooms with no private washrooms will be given access to one communal washroom for personal use.
- Meals will be delivered outside the door at designated times set by Food Services.
- Laundry Service is not available.
- On a daily basis, the Residence Manager will keep in close communication with those in self-isolation/quarantine to ensure safety and comfort.
- Guests/residents in self-isolation/quarantine must let any Staff Member know if symptoms appear and/or get worse.
- Hotel BU & Brandon University Residence ensures that residents in self-isolation/quarantine will have access to hospital care.
- Violation of this protocol is grounds for eviction or disciplinary measures.

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Signature

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Date