



Light Source Guesthouse Housing Registry Agreement

Please note that 5 working days notice in advance of your stay is required

Title	First Name	Last Name
Address		City
Province/State	Country	Postal/Zip Code
Email	Telephone Number	Fax Number

****Important Checkin Procedure**:** Guests **arriving during Office Hours**-Monday to Friday 9:00 am to 5:00 pm (not including statutory holidays) are to pick up keys at the Light Source Guesthouse, 113 Seminary Crescent. Guests **arriving after Office Hours** (evenings, weekends and holidays) should look at their confirmation email for arrival details.

ARRIVAL & DEPARTURE INFORMATION		First Visit to Residence? <input type="checkbox"/> Yes <input type="checkbox"/> No
Arrival Date YYYY-MM-DD	Arrival Time 00:00 - 23:59	
Arrival Airline	Arrival Flight #	
Departure Date YYYY-MM-DD	Departure Time 00:00 - 23:59	
Are you here for:		
CLS Experiment	<input type="checkbox"/>	
CLS Seminar or Conference	<input type="checkbox"/>	
CLS Contractor / Business	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Please specify		
<input type="text"/>		
Parking Request? (\$6/day) <input type="checkbox"/> Yes <input type="checkbox"/> No		

RESERVATION INFORMATION	
Number of Nights _____	
Room Type	<input type="text"/>
Number of Room Occupants/Keys (1-4)	
<input type="text"/>	
Room Charge (A)	
<input type="text"/>	
Parking Pass Charge (\$6/day) (B)	
<input type="text"/>	
Administrative Fee (C)	
<input type="text"/>	
GST: 5% (A+B+C)	
<input type="text"/>	
PST: 6% (A)	
<input type="text"/>	
Total	
<input type="text"/>	

METHOD OF PAYMENT	
<input type="radio"/> Credit or Debit	
<input type="radio"/> Other Payments -- e.g. USask CFOAPAL; Wire Transfer	
Please specify: <input type="text"/>	

Guest Name	<input type="text"/>
Guest Name	<input type="text"/>
Guest Name	<input type="text"/>
Guest Name	<input type="text"/>

OTHER	
Emergency Contact	Phone Number
<input type="text"/>	<input type="text"/>

Please indicate any Special Needs

Note: credit card details should never be provided through email communications.

I have read, understand and agree to the conditions as detailed on page 2 of this form.

Signed _____ **Date** _____

CLSI will use personally identifiable information for room registration, billing, and emergency contact purposes only.

Please return by email, mail, or fax (postal address on page 2) Reservations are not accepted by phone CLSI Guest Residence: Email: clsaccommodation@lightsource.ca Phone: 306-657-3505 Fax: 306-657-3506 GST # 867164386RT0001	FOR OFFICE USE
	Room #: _____ No. of Keys: _____
	Confirmation Date Sent: _____
	Entered by: _____
	Payment / Pkg: _____
	Processed by: _____

Housing Conditions

Accommodation & Service:

The Light Source Guesthouse is conveniently located on the University of Saskatchewan campus and features 38 guest rooms. You will find "a home away from home" at our Guesthouse. Many of the rooms offer spectacular views of the South Saskatchewan River, skyline, and city of Saskatoon. The Guesthouse is only a few minutes walk from the Canadian Light Source Inc.

Room types available:

- Two team room options:
 - 3 queen, private washroom within room
 - 1 queen or 2 twin, private washroom within room
- Single - 1 twin, shared/private washroom

Amenities:

- **Wireless internet access**
- **Common Room:** The common room is shared by all guests and is available to make snacks or small meals; it is equipped with a fridge, microwave, toaster, toaster oven and coffee maker. A selection of grab-and-go food and beverage items are available for sale. Cooking is not permitted in the guest rooms.
- **Linen** (sheets, blankets, towels) is provided.
- **Parking:** The Guesthouse is less than a 5 minute walk to the CLS building. Parking on campus is restricted in most areas to permits and meters. A limited number of parking spots are available at the Guesthouse; please identify on your request if you require parking. Parking passes are subject to availability.
- **Telephones:** A phone is located outside of the office and available for local calls and/or operated assisted long distance calling with charges applied to a credit card.
- **Bicycles:** Complimentary bicycles for load are available.
- **Washer and Dryer:** Coin operated.

Policies: Please respect our rental agreement and abide by the following policies

- **Check-in** time is available after 3 PM. Early check-in may be available.
- **Check-out** time is **12:00 noon**.
- **Pets** are not permitted at the Guesthouse.
- **Children** are not permitted in the Guesthouse.
- **Smoking** is not permitted in the Guesthouse.
- **Confirmation of Reservation:** Accommodation is limited and will be allocated as applications are received. *Completion of this form does not guarantee a reservation; confirmation will be sent within two working days of receipt of this application.* Please e-mail or fax completed applications to address below; reservations by phone will not be accepted.
- **Payment** in full (Canadian funds only) will be processed upon arrival at the Guesthouse. Methods of payment include: credit card (Visa, MasterCard, or Discover); Usask CFOAPAL; or wire transfer.
- **Cancellation:** Please cancel reservations at least 24 hours prior to your scheduled arrival date.
- **Refunds** as a result of changes in arrival/departure dates after payment has occurred will be made at CLSI's discretion. There is no refund of charges due to late arrival or early departure without the required 24 hours notice. The Administrative Fee is non-refundable.

The Tenant agrees that he/she shall be liable for all damages to the room as a result of negligence and/or wilful acts by himself/herself or any other person who may enter the room with his/her permission, expressed or implied. He/she further agrees that the Canadian Light Source Inc. shall not be responsible for any damage or loss to, or of, any personal property or effects or to any other property or to the person of the Tenant, or any other person occupying or visiting the room or the building, and the Tenant shall indemnify the Canadian Light Source Inc. for any such claim. Failure to return assigned room keys as a result of loss or any other cause will result in a charge of \$10.00 per key.

Arrival and Check In: Guests **arriving during Office Hours**-Monday to Friday 9:00 am to 5:00 pm (not including statutory holidays) are to pick up keys at the Light Source Guesthouse, 113 Seminary Crescent. Guests **arriving after Office Hours** (evenings, weekends and holidays) should look at their confirmation email for arrival details.

Please return by mail or fax to address below:

Canadian Light Source Inc. c/o Light Source Guesthouse
113 Seminary Crescent
Saskatoon SK S7N 2Z5 CANADA
Email: clsaccommodation@lightsource.ca
Fax: 306-657-3506
www.lightsource.ca

Ogle Hall was built in 1966 and was owned by the Catholic Diocese of Saskatoon. The building originally contained facilities for 32 seminarians including a chapel. It was later turned into a student residence in 1996 by St. Thomas Moore College and in 1998 renamed Ogle Hall after former rector and Member of Parliament Father Bob Ogle. The University purchased the building from STM in 2011. It is now leased by Canadian Light Source Inc. and has been extensively renovated as a modern guesthouse facility for CLS users.