

# Guest Registration Request Form (for Families) Columbia Lake Village-North (CLV-North)



Please complete this form and present it to the CLV-North Residence Life Co-ordinator or Front Desk staff member at least three (3) **business** days before the arrival date of your guest(s). This form is required for guests staying longer than three days.

## Resident Information:

|                                |                       |
|--------------------------------|-----------------------|
| Last Name: _____               | First Name: _____     |
| uWaterloo Email Address: _____ | Phone Number: _____   |
| Unit Number: _____             | uWaterloo ID #: _____ |

## Guest Information:

|                               |                     |
|-------------------------------|---------------------|
| Last Name: _____              | First Name: _____   |
| Phone Number: _____           | Home Address: _____ |
| Date/Time of Arrival: _____   | _____               |
| Date/Time of Departure: _____ | _____               |

|                               |                     |
|-------------------------------|---------------------|
| Last Name: _____              | First Name: _____   |
| Phone Number: _____           | Home Address: _____ |
| Date/Time of Arrival: _____   | _____               |
| Date/Time of Departure: _____ | _____               |

## Guest Policy (*full details are available in the Terms and Conditions*):

Guests are permitted in Columbia Lake Village-North. Friends or family visiting you for two or three days is permissible. If you wish to have a guest for longer than three days, you are to complete a Guest Registration Request form and submit it to the CLV-North Residence Life Co-ordinator. **The University reserves the right to limit the number of guests permitted to stay with you and the duration of any visits.** The units/services are not designed to accommodate additional people on a regular or longer term basis.

*If a tenant is found to be in breach of these provisions, the University reserves the right to take such action as it deems appropriate in the circumstances, including but not limited to, immediately terminating the residence contract and evicting the tenant.*

CLV-North residents are responsible for any guest's behaviour and any financial consequences of a guest's actions. Residents must ensure that guests abide by the policies, rules, regulations and terms contained in the Terms and Conditions.

## PARKING

All residents and guests must adhere to the University of Waterloo's parking regulations. Current parking fees are available on the Parking Services website: [parking.uwaterloo.ca](http://parking.uwaterloo.ca)

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By signing below, I am acknowledging that I have provided full and truthful information above and agree to adhere to the Guest Policy and the Terms and Conditions.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Residence Life Staff Signature

\_\_\_\_\_  
Date