



## PYE CENTRE FOR NORTHERN BOREAL FOOD SYSTEMS ACCOMMODATIONS APPLICATION

Accommodations and facilities at the Pye Centre exist primarily for use by Memorial staff and affiliates however consideration will be given to other Applicants pending availability and purpose.

### PERSONAL INFORMATION

Name			
Phone	Email		
Address (Street & PO Box)			
City	Province	Country	Postal Code

University/Department/Organization
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Reason for Stay:  Research  Study  Work  Other: \_\_\_\_\_

### EMERGENCY CONTACT PERSON

Name	
Phone	Email
Address	

### DATES REQUESTED

Arrival Date yyyy/mm/dd	Departure Date yyyy/mm/dd
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Send Invoice by:  Email  Mailing Address



Please select the option that you require.

A separate application is required for each consecutive time block. For example: An application is submitted for June 7-21, and a separate application would be submitted for July 1-10.

### Pye Center Rental Rates

Accommodations		Student	✓	Non-Student	✓
Small Bedroom #1 <i>1 bunkbed/futon, 1-2 person capacity</i>	nightly	75		100	
	weekly	500		675	
	monthly	1750		2460	
Accommodations		Student	✓	Non-Student	✓
Small Bedroom #2 <i>1 bunkbed/futon, 1-2 person capacity</i>	nightly	75		100	
	weekly	500		675	
	monthly	1750		2460	
Accommodations		Student	✓	Non-Student	✓
Small Bedroom #3 <i>1 bunkbed/futon, 1-2 person capacity</i>	nightly	75		100	
	weekly	500		675	
	monthly	1750		2460	
Accommodations		Student	✓	Non-Student	✓
Large Bedroom <i>Two double beds &amp; private bath, maximum capacity four people</i>	nightly	125		150	
	weekly	850		1025	
	monthly	3150		3850	



## POLICY & USER AGREEMENT

- Booking options include a bedroom with bunkbeds/futon, dresser and a shared bathroom (3 rooms) or, two double beds with a dresser and private bathroom (1 room); Shared common areas include a full kitchen, sitting area and laundry facilities. (**Note:** *bedding, linens, towels are NOT provided, arrange to bring with you.*)
- Applications must be received 3 weeks in advance of planned arrival. Labrador Campus will assess the application, check availability, and notify Applicant of result. (**Note:** *Persons without a confirmed booking will not be granted access.*)
- The accommodation fees are listed on previous page. An invoice will be forwarded upon departure using the communications method indicated on application (email or mail). We accept debit, credit, cheque, or internal Memorial journal voucher.
- On the day of arrival, you will be sent a passcode to the front door and a passcode to your bedroom(s). To ensure security, passcodes are **not to be shared** or given to others.
- Labrador Campus requires notice of cancellation (7 days minimum). In the event of short notice cancellation, or a “no-show” booking, a fee may be applied to cover 50% of the scheduled stay.



## **User Responsibilities**

- Onsite housekeeping is not regularly provided. Cleaning is the responsibility of user(s) during your stay. Areas must be kept clean and tidy (cleaning supplies are on site).
- Access and occupancy by approved Users only; no overnight guests permitted.
- This is a shared use property. There are four bedrooms in the farmhouse, and parts of the house will regularly be used for teaching and community events. Please be respectful and mindful of others.
- Please respect quiet hours from 10 p.m. to 7 a.m.
- Check In time is 4:00 p.m.
- Check Out time is 11:00 a.m.



### **Upon departure, please ensure to:**

- Wash, dry and store dishes
- Sweep and mop floors
- Clean bathroom including toilet, vanity and shower
- Wipe down surfaces (table, counter etc.)
- Wash, dry and store any kitchen linens used (i.e. dishcloths)
- Gather garbage from all rooms and place together in kitchen
- Leave washer and dryer doors open for ventilation
- Remove **ALL** personal belongings (Labrador Campus is not responsible for items left behind and items may be disposed)
- Remove **ALL** food items
- Lock exterior door(s)

**Failure to adhere to these responsibilities will result in a \$200 cleaning fee, applied to user's invoice to cover cost of hiring an external cleaner.**

### **Building Regulations/Information**

- No smoking or vaping permitted. The house and surrounding grounds are **SMOKE-FREE**.
- Alcohol, in moderation, is permitted within the house (excluding classroom space).
- Facility signage (fire exits, emergency contacts, departure checklist, etc.) is posted throughout the house. Familiarize yourself with this information.
- If use is required of other Labrador Campus space, (classrooms, office space, etc.) a separate request and application process is required. Such requests will depend on availability. Additional information is available upon request.



## PYE CENTRE ACCOMMODATIONS AGREEMENT

**I have read and understand the Policy & User Agreement and agree to abide by the terms and conditions as outlined.**

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

### **FOR OFFICE USE ONLY**

**DATE RECEIVED:** \_\_\_\_\_ **Campus Representative:** \_\_\_\_\_

**APPROVED:**            **YES**   **NO**                    **DATE APPROVED:** \_\_\_\_\_

**Please forward application and agreement to:**

Labrador Campus, Memorial University of Newfoundland & Labrador  
P.O Box 490, Station B  
Happy Valley-Goose Bay, NL  
709 896 6210  
Email: [paula.cooke@mun.ca](mailto:paula.cooke@mun.ca)