


Policy Name:	HOTELING SUITE	
Approved By:	Board of Governors	
Approval Date:	June 2, 2023	
Next Scheduled Renewal Date:	March 2028	
Policy Holder:	VP Academic, Students, and International	
Operational Lead:	Director, Ancillary Services	
Policy Number:	FAC-008	

HOTELING SUITE POLICY

1.00 PURPOSE

- 1.1 Coast Mountain College (CMTN) has created two hoteling suites in Wii Gyemsiga Siwilaawksat (the student housing building) on the Terrace campus to accommodate guests, including families, for short visits.

2.00 DEFINITIONS

- 2.1 **Guest:** A person 18 years of age or older who has reserved one of the hoteling suites.
- 2.2 **Hoteling Suite:** A room that affords sleeping accommodations and a mini lounging space to guests and is situated within a CMTN building.
- 2.3 **Minor:** A person under the age of 18 years and who must be accompanied by an adult when staying in a hoteling suite.

3.00 POLICY SCOPE

- 3.1 This Policy and the *Hoteling Suite Procedure* apply to all guests using the hoteling suites.
- 3.2 Guests are expected to comply with all CMTN policies, as well as provincial and federal laws concerning health, safety, and public order.

4.00 RESERVATIONS

- 4.1 CMTN reserves the right to limit placement to those who meet eligibility requirements.
- 4.2 Guests must be 18 years or older to place a reservation. Guests under the age of 18 are only allowed to check in with a parent or official guardian.
- 4.3 Refer to Hoteling Suite Procedure for details on making a reservation. Rates are posted on the CMTN website.

5.00 USE OF THE SUITE

- 5.1 The minimum stay in the hoteling suites for guests is one day; the maximum allowable stay is two weeks.

- 5.2 The maximum allowable stay is two weeks. An extension of up to one additional week can be approved by the Student Housing Coordinator. Longer stays require the approval of either CMTN's President & CEO or the Vice-President, Corporate Services.
- 5.3 Number of guests per room:
 - a) A maximum of two adults.
 - b) Upon approval by the Student Housing Coordinator, dependants may be allowed to stay provided they bring their own supplies (e.g., playpen).
 - c) The maximum number of guests per suite cannot exceed four in accordance with fire code restrictions.
- 5.4 There is no charge for cancellations made up to 48 hours in advance. Cancellations made in less than 48 hours will be refunded less the deposit.
- 5.5 Refer to *Hoteling Suite Procedure* for details of check-in/out times and expectations.
- 6.00 SMOKING AND ALCOHOL
 - 6.1 Smoking is not allowed in the hoteling suites.
 - 6.2 Guests who smoke (including tobacco, vaping, and cannabis) inside the hoteling suite will face a fine up to \$300.00 and immediate removal from the suite, without refund.
 - 6.3 Smoking outside the suite and building is allowed in designated areas.
 - 6.4 Consuming alcohol is not allowed on CMTN property, including in student housing.
 - 6.5 Drugs and paraphernalia are not allowed in or around the Wii Gyemsga Siwilaawksat building.
- 7.00 PETS, PLANTS, GUIDE DOGS, AND SERVICE DOGS
 - 7.1 CMTN does not allow pets or plants in the hoteling suites. Refer to *Hoteling Suite Procedure* for more detail.
 - 7.2 Licensed guide and service dogs are welcome, in accordance with the *BC Guide Dog and Service Dog Act*. See *Hoteling Suite Procedure* for details.
 - 7.3 Requests for accommodation with guide or service dogs must be made at the time of application. Documentation of the dog will be required prior to approval.
 - 7.4 At this time, CMTN is unable to accommodate any other support animals.
- 8.00 PRIVACY
 - 8.1 CMTN will not sell or give away guests' e-mail addresses or other contact information to third parties for e-mail marketing or any other purpose.
 - 8.2 All e-mail communications will be fully compliant with Canada's Anti-Spam Legislation (CASL).
- 9.00 Prohibited Items
 - 9.1 Items such as weapons and explosives are prohibited in the hoteling suites. See *Hoteling Suite Procedure* for a detailed list of prohibited items.

10.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 10.1 [ADM-006, Housing Policy](#)
- 10.2 [EDU-007, Sexual Violence and Misconduct Policy](#)
- 10.3 [HMR-003, Bullying, Harassment and Discrimination Policy](#)
- 10.4 [HMR-007, Smoking Policy](#)
- 10.5 [HMR-008, Drug, Alcohol, and Impairment Policy](#)
- 10.6 [BC Guide Dog and Service Dog Act, SBC 2015](#)
- 10.7 [BC Tobacco and Vapour Products Control Act](#)
- 10.8 [Canada's Anti-Spam Legislation](#)
- 10.9 [Cannabis Control and Licensing Act, SBC 2018](#)
- 10.10 [Cannabis Distribution Act, SBC 2018](#)
- 10.11 [Controlled Drugs and Substances Act](#)
- 10.12 [Hoteling Suite Procedure](#)
- 10.13 [Hoteling Suite Application Form](#)

11.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Apr 11, 2023	L. Lyons, Editor/Writer	Board of Governors