



ORCHARD COMMONS

Conferences & Accommodation at UBC – 6363 Agronomy Road, Vancouver BC V6T 1Z4

Tel (604) 827-2778 Web www.ubcconferences.com

CHECK IN: Check-in is any time after **3:00 PM** at the Front Desk of Orchard Commons, located at 6363 Agronomy Road. The Front Desk is open 24 hours a day, seven days a week.

GROUP CHECK-IN PROCEDURE: Upon arrival, the Front Desk will confirm that an accurate guest list and complete group chaperone information forms (if required) have been received. Keys will then be issued to the group organizer for distribution to group members.

CHECK OUT: Check-out is by **11:00 AM**. Luggage storage is available; please inform the Front Desk agent at check out. Please note: no overnight luggage storage is available.

DESCRIPTION: All of our facilities are designated non-smoking. Pets are not permitted at Orchard Commons. These residences are equipped with elevators. Shared rooms are not suitable for guests in wheelchairs. Lounges are available and equipped with a fridge, microwave and sink.

Limited housekeeping service is offered. No linen exchange provided.

FOOD, AMENITIES & ATTRACTIONS: There are various food outlets, and other amenities on-campus. Please visit: [Food, Amenities & Attractions at UBC](#) for further information or contact our Reservations Office at (604) 822 1000.

LAUNDRY: Laundry machines are located on the ground floor. The machines are operated by laundry cards which can be obtained at the Front Desk for a \$5.00 cash deposit. Credit can be added to the card in \$5.00 increments using a machine in the Commonsblock. Balances remaining on laundry cards cannot be refunded. If possible, group members may wish to share cards to minimize the amount of the balances left on cards.

PARKING: Parking is available at an additional cost. Please register your vehicle at the Front Desk to obtain a permit. Bus parking is also available. If bus parking is required, please inform your Sales Representative prior to arrival.

INTERNET ACCESS: Each guest room is equipped with complimentary wireless internet through the **ubcvisitor** wireless network, which is also available for use in the Commonsblock and around Campus.

PRIVACY POLICY: For the safety and security of all our guests, and in compliance with federal privacy law, the Front Desk cannot supply room numbers or other information about guests to people inquiring by phone or in person. Doors to the residences remain locked at all times. Guests wishing to have people visit them should arrange a location and time to meet.

EXPECTING MAIL? Guests wishing to receive mail during their stay can do so; please follow the address format below:

Guest's full name, Group's name
c/o Conferences and Accommodation at UBC
6363 Agronomy Road
Vancouver BC V6T 1Z4 Canada

Please observe the following guidelines when shipping items from outside Canada:

1. You are fully responsible for ensuring that the shipment clears Canada Customs. This includes payment of all duties, taxes, and shipping charges.
2. You must clearly indicate the name of the customs broker and contacts clearing the shipment for you.
3. You must list yourself as the consignee. Although you may indicate an on-campus delivery address, you must not include the University's name on the shipment.