



PONDEROSA COMMONS

Conferences & Accommodation at UBC – 2075 West Mall, Vancouver BC V6T 1Z2

Tel (604) 822 3862 Web www.ubconferences.com

CHECK IN: Check-in is any time after **3:00 PM** at the Front Desk of Cedar House, located at 2075 West Mall. 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 the Ponderosa Commons. These residences are equipped with elevators. Shared rooms are not suitable for guests in wheelchairs.

Daily housekeeping service: towels, bed linens and bath amenities are provided. Each unit features kitchen with stove and fridge (not equipped, except for private suites); coffee maker; TV; work desk; washroom with shower.

CAMPUS SERVICES: There are various food outlets and other amenities on-campus. Please contact our Reservations Office for more information at (604) 822 1000.

GUEST MESSAGES: All suites are equipped with VoIP telephones that have voicemail capability. Messages for guests may be left on their voicemail by calling the Front Desk of Cedar House.

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. Each load will cost \$1.25 to wash and \$1.25 to dry. **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: Limited parking is available for a daily rate of \$16.00 including taxes, subject to change. Please register your vehicle at the Front Desk to obtain a permit. Bus parking is also available; please inform your Sales Representative prior to arrival if bus parking is required.

PHONE & INTERNET ACCESS: Guest rooms are equipped with high-speed VoIP phones that allow for complimentary calls within North America (excluding Alaska and Hawaii), 1-800 access, and incoming calling. Each guest suite 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:

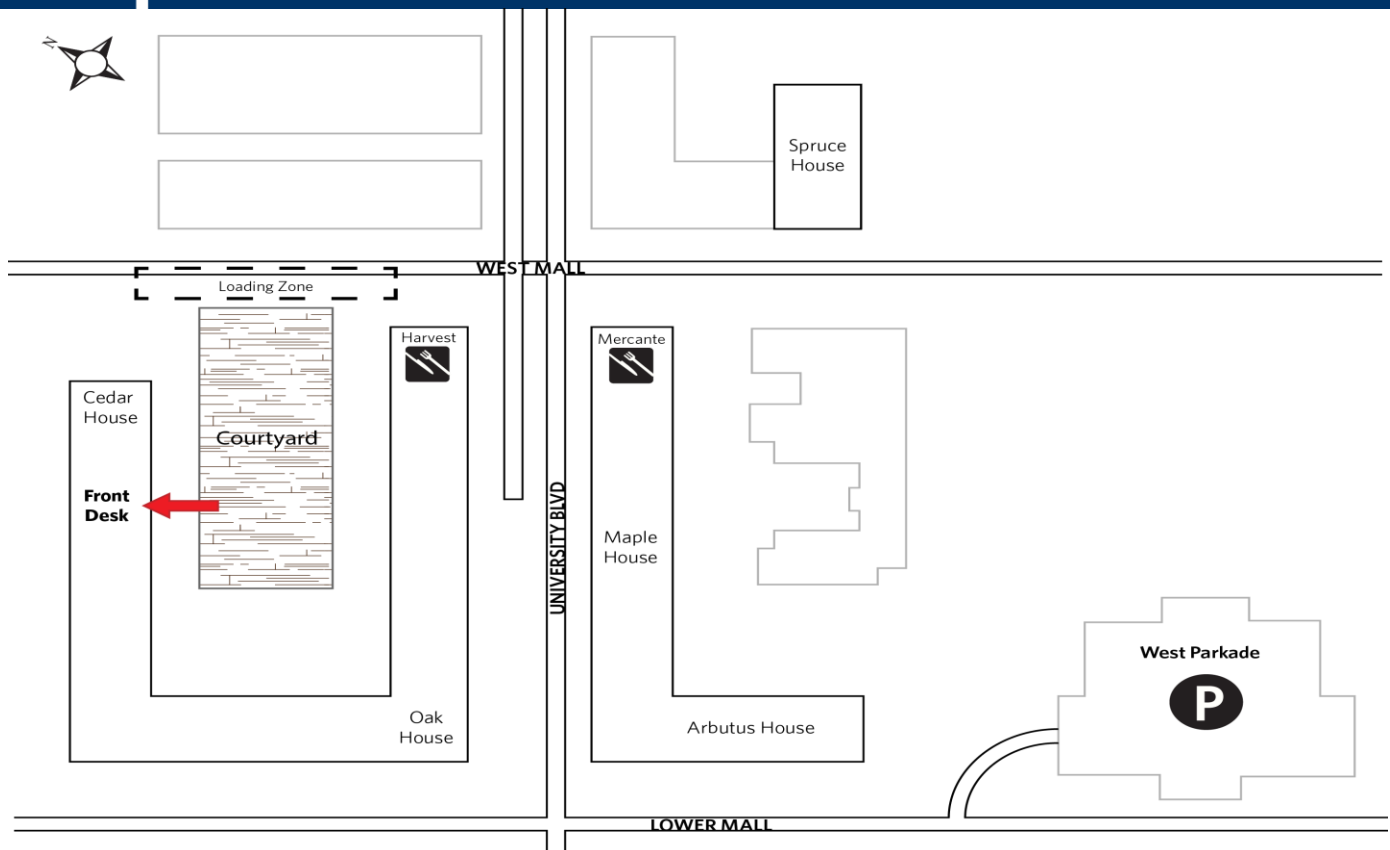
Guest's full name, Group's name
c/o Conferences and Accommodation at UBC
2075 West Mall
Vancouver BC V6T 1Z2 Canada

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.



CONFERENCES AND ACCOMMODATION



DRIVING from Vancouver International Airport: Head south on Grant McConachie Way and drive over the Arthur Lang Bridge. Take the Granville Street – City Centre exit. Turn left on 41st Avenue. Follow 41st Avenue for approximately 4 km (2.5 miles). 41st Avenue becomes SW Marine Drive; follow SW Marine Drive for approximately 15 km (10 miles) past 16th Avenue; it will turn into NW Marine Drive. Turn right on West Mall. Ponderosa Commons will appear on your right hand side. There is temporary drop off parking in front of the building, please park there while you register; you will then be directed to the permanent parking area.

TAXI SERVICE from the Airport: is available from the arrivals level of the Vancouver International Airport. There is a zone fare of \$35 from the airport to UBC and the drive will take about 30 minutes depending on traffic levels and the time of day.

DRIVING from Seattle: Take Interstate 5 North to the Canadian Border: this road becomes Highway 99 on the Canadian side. Continue north for 40 minutes on Highway 99 through the George Massey Tunnel. Highway 99 becomes Oak Street at the Oak Street Bridge, 6 km north of the Massey Tunnel. Cross the bridge and drive to 41st Avenue. Turn left on 41st Avenue. Follow 41st Avenue for approximately 4 km (2.5 miles). 41st Avenue becomes SW Marine Drive; follow SW Marine Drive for approximately 15 km (10 miles) past 16th Avenue; it will turn into NW Marine Drive. Turn right on West Mall. Ponderosa Commons will appear on your right hand side. There is temporary drop off parking in front of the building, please park there while you register; you will then be directed to the permanent parking area.

DRIVING from Downtown: Turn right (West) onto 4th Avenue from the south end of either the Granville or Burrard Street bridges. Follow 4th Avenue Westbound for approximately 5km (3 miles), until it turns into Chancellor Boulevard. Follow Chancellor (which becomes NW Marine Drive). Turn right on West Mall. Ponderosa Commons will appear on your right hand side. There is temporary drop off parking in front of the building, please park there while you register; you will then be directed to the permanent parking area.

PUBLIC TRANSIT from Downtown: Take the #4 or #14 bus heading southbound to UBC from any stop on Howe Street. Ride the bus to the last stop at the UBC Trolley Terminal. Or, during peak hours take the #44 Express bus from any stop on Burrard Street to the UBC Loop, across from the Gage Towers.

PUBLIC TRANSIT from the Airport: There is no direct bus service from the Airport; take the Canada Line Skytrain transfer onto a westbound UBC bus at any of the following stations: Oakridge Station, 41st Station (bus #41, or #43), Broadway City Hall Station (bus #99 B-line) or the Olympic Village Station (bus #84). Each of these buses terminates at the UBC Loop across from the Walter Gage Residence. Please note it is approximately a 10 minute walk from the UBC loop to the Ponderosa Commons. From the Bus Loop, walk along University Blvd, left on Lower Mall and follow the signs on your right to the Conferences & Accommodation front desk.



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For transportation info and options, visit Translink at <http://tripplanning.translink.ca/> or Google Maps at <http://maps.google.ca/>