



Accommodation Request Form

This form is for POLAR staff, contractors*, and invited guests who have been approved to stay at the CHARS campus. It is also for visitors from other government departments, agencies, partner organizations *who cannot otherwise find accommodations* in Cambridge Bay. Requests are for accommodations only and dependent on availability.

* Contractor: someone who undertakes a contract with POLAR to provide materials or labour to perform a service or do a job.

Visitor Information					
Name of visitor	Email address	Name of organization / institution	Location of organization (city, country)	Citizenship	Gender
External Visitors: Contact person at POLAR					

Arrival			Departure		
Date*	Time	Flight #	Date	Time	Flight #

* Actual arrival date at the CHARS campus, not the departure date from the origin of your travel.

Please provide any specific accommodation requests

(e.g. same triplex unit or room as other co-workers, whole group together, specific sleeping requirements, single gender unit if possible, bringing a CPAP machine, etc.). We will do our best to meet your needs.

- Notes:**
- There is a possibility that you will be sharing the unit/room with other visitors.
 - We cannot guarantee that you will be in the same triplex unit as other people you are working with.
 - POLAR cannot provide accommodation to contractors unless it is specifically included in their contract.

Work Activities

In a sentence or two, please provide the reason for your visit and a description of the activities or work you will be doing while staying at the CHARS campus.

For contractors, please include what part of the campus you will need access to in order to complete your work.

SUBMIT

Please click the SUBMIT button or email this form to: accommodation@polar.gc.ca