

## **Terms and Conditions**

### **Group accommodation via People's Climate Action**

Please read these Terms and Conditions carefully.

People's Climate Action (PCA) will help groups of NGO representatives to find places offering cheap accommodation during COP15.

PCA will not be running the sleeping facilities, but we will establish a contact between a group needing accommodation and the place offering accommodation.

Any group accepting accommodation via PCA thereby accepts these Terms and Conditions.

#### **1. Terms and Conditions**

##### **1.1**

The group appoints a contact person who is in charge of all communication between the group and PCA. The contact person provides PCA with all necessary contact information (name, e-mail address as well as phone number).

##### **1.2**

The contact person will be in charge of all communication between the group and the place offering accommodation.

##### **1.3**

The contact person will be in charge of providing a list of names of all the people in the group as this is a legal requirement. Unless it is otherwise specified the contact person will send this list to the place offering accommodation at least to weeks prior to the group's arrival. A copy of this will also be sent to PCA.

##### **1.4**

The contact person will be in charge of payment for the accommodation. Payment has to be made directly to the place offering accommodation. It is only possible to make a collective payment for the group as a whole. Unless it is otherwise specified, payment for the whole group for the duration of the stay will have to be made in advance.

##### **1.5**

The contact person will guarantee that the number of people sleeping in a place corresponds with the registered number. If there are changes in the size of the group, it has to be reported to PCA immediately. It is not allowed for the group to let people, who are not registered, stay at the sleeping facilities. If the group fails to comply with this rule it will get expelled from the sleeping facility.

##### **1.6**

The contact person will be in charge of the conduct of the group and make sure that the official rules of the place offering accommodation as well as the specific Code of Conduct stipulated here are followed.

##### **1.7**

The group will be held collectively responsible for any damages caused by the group. The contact person will receive a bill covering any damages caused by the group.

## **2. Code of Conduct**

### **2.1**

All members of the group will behave as guests and treat the place offering accommodation with respect and abide by the rules set up locally.

### **2.2**

When staying at schools, community centers or sports facilities, no attempts will be made to access restricted areas.

### **2.3**

When staying at schools, community centers or sports facilities the group will respect that the group is only offered sleeping facilities. It is not possible for members of the group to stay at the facilities during the day. A room for storing luggage will be offered to the group.

### **2.3**

When staying at sports facilities no shoes will be worn indoors in areas designated for playing sports.

### **2.4**

When staying at sports facilities you are not allowed to eat in areas designated for playing sports.

### **2.5**

When staying at schools, community centers or sports facilities the group will be in charge of keeping the sleeping quarters tidy as well as day to day cleaning.

### **2.6**

All sleeping facilities are non-smoking. The no smoking restrictions will be respected at the place offering accommodation.