

# Centennial Student Union Procedure

<b>Procedure</b> Event and Meeting Cancellations	<b>Effective Date</b> 7/1/2013
<b>Custodian of Procedure</b> Assistant Director, University Scheduling and Conference Services	<b>Last review</b> 7/1/2013

## Statement

Parties who reserve space in the Centennial Student Union and fail to use that space will be charged a non-cancellation fee and any incurred setup charges. Failure to cancel space requests that occur as part of a reoccurring reservation may result in loss of all associated future requests.

## Procedures

Recognized Student Organizations or University Departments who do not cancel their reservation requests at least three business days prior to an event's start time, or who do not use the reserved space within 30 minutes of the designated start time, will incur a non-cancellation fee of \$25.00 plus incurred setup charges.

The General Public who do not cancel their reservation request within the contractual agreed upon period, or who do not use the reserved space within 30 minutes of the designated start time, will incur a non-cancellation fee equal to the amount of their full deposit.

## Rationale

The goal of this procedure is to eliminate both unnecessary labor expense and to provide space for all potential reservations. Space in the Centennial Student Union is a highly sought after commodity. Parties who fail to release space (cancel reservations) deny others the possibility of reserving the space and often cause the Centennial Student Union to incur unnecessary labor expenses.