5. REQUEST FOR USE OF SPACE All requests for the use of university facilities must be submitted via the online event request software platform, except depart

Space Assignment

The reservation staff will assign rooms according to the most appropriate use of the facility as the event is described on the event request form. The demands on the facility as well as the nature, i.e. equipment, food, music, and recreational equipment and the size and reoccurrence of the event will be considered in determining space assignments. The requestor

Cancellations

Cancellation by the client should be made no later than two (2) business days prior to the reservation. Any charges associated with the event up to the date of cancellation will still be assessed. Cancellations less than two (2) business days may be charged accordingly including a fine for late cancellation and/ or Policy Viol

7. RESERVATION STE

8. ADDITIONAL INFORMATION FOR STUDENT ORGANIZATIONS
Registered Student Organizations in good Standing with the Offices o97 676.54 Tm[e]]TJEo

A Policy Violation will be issued in writing and will need to be signed by the Event Coordinator, President of the Organization, and the Advisor and be brought back by the deadline given. Failure to return the signed policy violation will result in the cancellation of all requests and the organization will be submitted to the Student Conduct Officer.

If a group collects three policy violations within the same semester, the gro

9. RENTAL RATES AND FEES