

Office of the University Union Policies and Procedures	Subject: Reservable Space Policies & Information	Reference: University Union Board Minutes V.L.
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	Director's Approval:	

NO - SHOW POLICY

When student organizations reserve rooms in the University Union, we, as the University Union Board, expect that organizations be respectful of others and inform the reservation staff of any cancellation at least 48 hours prior to the event. In dealing with this problem, we have set the following policy:

First Offense: A letter of warning will be sent to the appropriate organization of their failure to use the room and of the consequences that may occur due to another "no show".

Second Offense: A charge of 25% of the standard rate, based on square footage and including any technical support, will be assessed to the appropriate organization. Note: All charges would come from the agency account of the organization or the individuals of the organization.

Third Offense: The organization will be charged the amount listed in the second offense and any room reservations cancelled for the remainder of the academic year.

All of these decisions may be appealed to the University Union Board, and all consequences may be lifted by the board.

Student organizations are always able to reserve rooms first, but outside organizations and individuals are also welcome to use space in the Union during approved Union operating hours. These individuals must cancel their reservations at least 72 hours prior to the event to receive a refund of their fees for usage.