

Office of the University Union Policies and Procedures	Subject: Reservable Space Policies & Information	Reference: UUB041895-01 V.I.
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	Director's Approval:	

SINGLE PROGRAM / LARGE EVENT RESERVATION POLICY

i.e. weddings, conferences, etc.

Such events can be scheduled up to one year prior to the event date. Within two weeks of confirmation of the reservation, a security deposit of 50% of the anticipated rental fees will be collected (only for users other than student organizations, the University Union, the Office of Student Life, and other university departments). If the event is cancelled at least sixty days prior to the event date, the security deposit will be refunded. If the cancellation is made within sixty days of the event date, the security deposit will be forfeited to the University Union. Special circumstances will be considered by the Director of the University Union.