

## **Revision of SUB Policy regarding Cancellation of Room Reservations**

### **Current Policy:**

#### **200.00 J            Cancellation of Room Reservations**

- 1. When a user schedules and confirms weekly or biweekly meetings for an academic semester or longer, there will be an administrative charge imposed to reschedule such meetings to another date and time.**
  
- 2. When a user schedules and confirms a room and cancels the room later than 24 hours prior to the scheduled meeting or does not show for the meeting, the user will be charged for all room set-up and tear-down as a cancellation penalty. Continued cancellation or no shows may result in loss of room use privileges.**

### **Proposed Revision**

#### **200.00 J Cancellation and No-Shows**

**Due to the heavy use of the Strand Union Building and the many requests for reservations, it is important that meeting room space be managed as efficiently as possible for maximum usage with the number of cancellations and no-shows kept to an absolute minimum. All cancellations must be in writing, preferably by electronic correspondence and made through the Conference and Event Services Office. All groups and organizations will be charged a cancellation fee for failing to comply unless the user can show that the cause of the late cancellation was for reasons beyond the user's control.**

- 1. Small meeting rooms (230, 232, 234, 236, and Union Market North and South) require a notice of one day for cancellation with no penalty. All groups who fail to comply will be charged a cancellation fee.**
  
- 2. Medium size meeting rooms (168, 233, 235, Procrastinator Theater, Single Ballroom Sections): Require a notice of ten days for cancellation with no penalty. All groups who fail to comply will be charged a cancellation fee.**
  
- 3. Ballroom (two or more of the ballroom sections): Require a minimum thirty days notice for cancellation without penalty. All groups who fail to comply will be charged a cancellation fee.**
  
- 4. Five or more cancellations and/or two or more no-shows within one academic year may result in the loss of room privileges for the remainder of the academic year as well as the following academic year.**

**200.00 J-1      Challenge for Space**

A Strand Union space which is “Tentatively reserved” may be challenged by a group with a viable offer on the tentatively held space. At the time a “Tentatively Reserved” space is challenged, the group with the “Tentative Reservation” must either confirm or release the room. If the group that ultimately “Holds” the space fails to utilize the space, they will be charged a cancellation fee equal to the full rental rate for that space.

Not part of the policy so that adjustments can be made without having to change the policy. Fees will be posted on the Strand Union website.

**Proposed Cancellation Fees for the 2013-2014 Academic year**

**Category 1 - \$25**

**Category 2 - \$50**

**Category 3 - \$200**