RESERVATION CANCELLATION FORM

Please return form to:
Student Life * Suite 150 Student Union
Phone: 645-2055 Fax: 645-2371

***The office of Student Unions must be notified no later than 48 hours prior to the scheduled event.

Group/Department Name: __________________________________________
Reservation Number (if known): __________________________________________
DATE of Event Being Canceled: __________________________________________
TIME of Event Being Canceled: __________________________________________
ROOM of Event Being Canceled: __________________________________________
Reason for Cancellation: __________________________________________
Person Canceling Reservation: __________________________________________
*(Reservation must be cancelled by the SAME person who originally reserved the space)

Phone Number: __________________________________________
Email Address: __________________________________________

Signature: __________________________________________

A revised confirmation will be emailed to you showing your cancellation.