

student *life*



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 canceled 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.