

Registered Student Organizations Change/Cancellation Request Form

If changes are made to an event, all Registered Student Organizations are required to complete this form for **ALL EVENTS** per FAU Regulation 4.007. **This form must be completed and submitted a minimum of 48 hours (2 business days), prior to the requested event. When submitting electronically, remember to CC your organization's Adviser.**

CANCELLATION/ NO SHOW POLICY

A "NO SHOW" is equivalent to a cancellation of less than **48 hours (2 business days)** or **30 minutes after the event start time**

- a. **First NO SHOW – Receive a written warning**
- b. **Second NO SHOW – Reservation suspension for 14 days**
- c. **Third NO SHOW – Reservation suspension for semester (if semester is less than 15 business days before ending, the suspension will begin the following semester)**

You may review the complete Student Union Reservations Policies and Procedures at <http://www.fau.edu/studentunion/studentplanning/policy.php>

Organization Information

Organization Name	
Event Name	
Event Date(s)	
Current Room Reservation	
Event Start time (Include AM/PM)	A.M. P.M.
Event End time (Include AM/PM)	A.M. P.M.
Requestor	
Requestors phone number	
Requestors email address	

Change(s) Requested

NOTE: For Location Changes, availability of space must be checked prior to the submission of Change Request

Change/Add Equipment	
Change Date	
New Start time (Include AM/PM)	A.M. P.M.
New End time (Include AM/PM)	A.M. P.M.
New location	
Other	

Cancellation of Event(s)

Cancel this Event:

Reason for cancellation:

****REQUIRED****

Advisor's Name*	
Advisor's Email*	

Advisors Signature* _____ Date _____

Venue Approval Signature _____ Date _____

Office Use Only:	EMS#	<input type="text"/>	Owl Central Event ID:	<input type="text"/>
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