

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# Owl Central Event ID: