

# 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

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

### Change(s) Requested

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

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

### Cancellation of Event(s)

Cancel this Event:

Reason for cancellation: \_\_\_\_\_

**\*\*REQUIRED\*\***

<b>Advisor's Name*</b>	
<b>Advisor's Email*</b>	

Advisors Signature\* \_\_\_\_\_ Date \_\_\_\_\_

Venue Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

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