

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.

CANCELLATION/ NO SHOW POLICY

A cancellation 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	