



Cancellation Request Form

1. Cancellation requests must be received by USU Reservations and Event Services within the specified timelines for simple and complex events. The cancellation timeline for **SIMPLE** events is no less than **(1) business day** before the event date.

Simple events:

- Conform to established building hours
- May have simple audio-visual equipment (i.e. flip chart, TV/VCR, Data Projector)

The cancellation timeline for **COMPLEX** events is no less than five **(5) business days** before the event date.

Complex events:

- Exceed established building hours
- Require dedicated service personnel
- Require complex audio-visual equipment (i.e. Concert PA)
- Require a non-standard room setup and/or facility use
- Request/require a policy exception
- An admission fee is collected at the door and/or admission tickets are sold in advance of the event
- Complex events may include but are not limited to dances, concerts, fashion shows, talent shows, conferences, banquets, variety shows, comedy shows, lectures, and guest speakers

2. Expect to receive a formal cancellation by email within one **(1) business day**.

3. Cancellation requests must be completed and signed by an authorized representative for the group.

4. Some charges may apply. The formal cancellation will denote applicable charges, if any.

Organization Information

Organization Name

E-mail Address

Event Coordinator

Day Phone Number

Cell Phone Number

Fax Number

Organization Mailing Address

Reservation ID#

Event Title

(found at top right corner of confirmation)

Request to Cancel:

Entire Reservation

Specific Bookings (Below, please specify the dates and/or rooms that you intend to cancel)

What is the reason for the cancellation?

Coordinator Signature

Date

Office Use Only

Received:

Accepted By:

