



**Student Union and Recreation Center**  
**Cancellation and Change Order Policy**

Any purchasing, preparation, or set-up completed by Student Union staff before a scheduled event is billable regardless of cancellation. Cancellations by Student Organizations, University Departments and Non-University Groups must be made in writing at least 10 business days prior to scheduled event set-up. Repeated failure to do so may result in suspension of reservation rights.

All clients scheduled through Conference Services more than 90 days in advance are subject to pay a 50% room rental cancellation fee plus all unique costs incurred by Central Washington University in preparing for the events, unless cancellation is made in writing to the Scheduling Center within 30 days of submitting the reservation.

All events that make resource or setup changes within 24 hours of the event set-up time may incur a late fee per item changed. Substantial changes may not be permitted, and are subject to Student Union Operations' determination.

Student Union Board Approved: 11/18/05

Updated 09/27/18 BK