

Deposit/Cancellation/Building Extension Policy

Full deposits must be paid in advance for all off-campus contracts. The deposit will include all building fees (opening and extension charges, room and equipment rental, and anticipated audio-visual staff labor expenses).

Cancellation Policy

Ballrooms, Auditorium, Video Lounge, Renaissance Room & Old Main Room

- Full refund if canceled more than twelve weeks prior to a scheduled event.
- 50% refund if canceled between six and twelve weeks prior to a scheduled event.
- Forfeiture of deposit if canceled less than six weeks prior to a scheduled event.

River Rooms, Activity Rooms and Town Rooms:

- Full room rental will be forfeited if canceled less than two weeks prior to a scheduled event.

If the event is originally scheduled inside the above deadlines, payment is due immediately upon confirmation of the contract. If this short term contract is then canceled, a 50% refund will be processed. Cancellation of short term contracts made less than a week prior will forfeit deposit.

Campus departments are subject to the above deadlines with charges placed against the assigned budget purpose number. Registered Student Organizations will be charged room rental, at the RSO cost, for cancellations received with less than a two working day notice.

Extension of Student Center building hours will result in a \$50.00 per hour fee. If the building is opened for an event, the assessed fee will be \$100.00 for the first hour and \$50.00 for every additional hour, or any increment there of.