

WAYNE STATE UNIVERSITY

Student Center Administration

CANCELLATION/NO SHOW POLICY (revised 8/07)

Reservations make use of many services such as room set up, audio visual assistance, food service, building management and maintenance. Furthermore, a considerable amount of time is spent by both the Reservations and Dean of Students staff processing the paperwork involved in such requests.

Failure to cancel a reservation at least one full business day prior to the scheduled event, or not showing up to claim the space within 30 minutes of the reserved start time, may result in the assessment of an administrative fee. The fee will be determined based on room type, equipment ordered and labor involved.

A history of cancellations and/or no shows may result in refused future reservation requests for the remainder of the semester in which the infractions occur and upon review of either the Dean of Students Office Advisor or the Director of the Student Center.