

RESERVATION REVISION & CANCELLATION FORM

Any revisions to the initial Facilities Use Request form must be documented in the space below. Be aware that some revisions may incur a charge. Please describe your request in as much detail as possible, then sign and date the form. You will receive a revised confirmation via email once the changes are approved.

Thank you for keeping us informed.

REVISION

CANCELLATION

EVENT INFORMATION

EVENT TITLE	
ORGANIZATION	
ORIGINAL DATE OF EVENT	REVISED DATE OF EVENT
ORIGINAL TIME OF EVENT	REVISED TIME OF EVENT
RESERVATION ID #	

(DESCRIBE CHANGES BELOW)

REQUESTOR'S NAME (PRINT)	EMAIL ADDRESS
REQUESTOR'S SIGNATURE	DATE
FOR STUDENT ORGANIZATIONS: OFFICE OF STUDENT ENGAGEMENT SIGNATURE	DATE
SANTOS MANUEL STUDENT UNION SIGNATURE	DATE

FOR OFFICE USE ONLY

NOTES	
ENTERED BY	DATE