

Cancellation Policy for Student and Departmental Group Events

Summary

Columbus State University requires a cancellation fee, among other possible charges for not cancelling an event in a timely manner.

Purpose

The purpose of this policy is to describe the timeline and fees related to cancellations of events.

Policy

Out of respect for other CSU community members and scheduled event staff, Campus Services has issued this following cancellation policy. If you need to cancel your event, please notify Campus Services within 24 hours of your event during business hours (M-F 8am-5pm). Failure to comply with this policy will result in a \$60.00 charge plus any charges incurred from event equipment or personnel scheduled. This applies to all events held by student groups and departments.

Related USG Policy

9.10.6 Use of Institutional Facilities/Property

Last Update

7/8/2016

Responsible Authority

University Support Services