

**Texas Woman's University  
Mary Eleanor Brackenridge Student Union  
Operating Manual**

**Subject:** Operating Procedures

**Date:** February 22, 2011

**Re:** **Reservation Changes/Cancellations**

In the event a reservation is canceled or changed, the individual/group should contact the Student Union Office at (940) 898-3641. All cancellations/changes should be made in writing or should be submitted via the online reservation software.

Whenever possible, cancellations and changes should be made by the same individual who made the original reservation.

Cancellation of reservations should be made at least two weeks prior to the event date. Cancellations made less than 3 business days prior to the event will forfeit any down payment and/or all applicable rental fees. No-shows and improper cancellations will result in a loss of all payments. Cancellations may be received by phone in extenuating circumstances. Student organizations who fail to adhere to the cancellation policy may be subject to reservation restrictions and/or loss of privileges.