

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

Subject: Building Policies

Date: October 1, 2009

Re: **Failure to Show Policy**

The Student Union reserves the right to take disciplinary action in the event an individual/group fails to show for the reserved times and fails to cancel the reservation in accordance with the cancellation policy. Failure to show will be determined if any individual/group fails to show within the 1st hour of the reservation w/out notification of the Student Union Office with a reasonable explanation.

Penalties/Disciplinary Action may be assessed as follows:

1st Offense – Loss of remainder of reservation period and a verbal warning.

2nd Offense – Loss of remainder of reservation period, plus a written warning that will be documented with the contact person on file and the organization's advisor.

3rd Offense – Loss of remainder of reservation period, written notification of loss of Student Union reservation privileges for 30 days.

4th Offense – Loss of remainder of reservation period and written notification of loss of Student Union reservation privileges for 6 months.