



Deadlines

To accommodate space and logistical support service requests, event planners need to be aware of deadlines. If deadlines are not met, requests may be denied or a late fee assessed. Please refer to the following for all deadlines and fees. We suggest printing to use as a deskside reference.

Action	Deadline	Late Fee
Last day to submit new reservation requests for academic classrooms	5 business days	May not be able to reserve requested room/find alternative room
Last Day to cancel classroom requests	3 business days	N/A
Last day to submit new reservation requests for event spaces	10 business days	\$500
Last day to cancel event space	10 business days	100% of fees day of event 50% of fees: 2-5 days 30% of fees: 6-9 days
Last day to submit and/or change logistical support service requests for events in EMS	10 business days	\$250
Last day to request logistical support services in non-event spaces (service only)	10 business days	\$250
Last day to cancel service only request	10 business days	100% of fees day of 50% of fees: 2-5 days 30% of fees: 6-9 days
Alcohol Request Form approved by Public Safety for events that indicated serving alcohol	10 business days	\$200