

Cancellation and No-Show Policy

Cancellation of a reservation must be received by Student Centers and Dining Management personnel, either via Mazévo event database or Mav Engage, at least three (3) business/class days prior to the date and time of the reservation. The individual who has been named the “contact” for the reservation must place the cancellation. Cancellations can also be made in writing, via electronic communication, or by calling the Student Centers and Dining Management office. Failure to utilize a reserved facility without the required notice of cancellation will be considered a no-show reservation. A no-show reservation may result in charges for room use and setup hours, loss of future reservation privileges, and/or cancellation of future reservations.