

Add to E1330: Facility Use Fee Schedule

CANCELLATION/SCHEDULE CHANGE POLICY

All schedule changes and cancellations must be in writing to the appropriate school site office. Cancellations made two (2) weeks in advance will result in a full refund or waiver of the Facility Use Fee. Cancellations made 48 hours to two (2) weeks will result in a refund or waiver of 50% of the Facility Use Fee. Cancellations made less than 48 hours prior to the scheduled use will result in no refund/full charge of the Facility Use Fee.

I have read and acknowledged the above Cancellation/Schedule Change Policy.

Organization/Group \_\_\_\_\_

By: \_\_\_\_\_

Date \_\_\_\_\_