

## **Cancellation Policy- Student/Departmental Group Events**

Out of respect for other CSU community members and scheduled event staff, University Support Services has issued this following cancellation policy.

If you need to cancel your event, please notify University Support Services within 24 hours of your event during business hours (M-F 8am-5pm). Failure to comply with this policy will result in a \$60.00 charge plus any charges incurred from event equipment or personnel scheduled. This applies to all events held by student groups and departments.



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