

Cancellation Policy

1. A 72 hour notice of cancellation must be given the Scheduling Office prior to major activities (*activities with an attendance over 50 people and/or require a special setup*).
2. A 24 hour notice of cancellation must be given to the Scheduling Office for all other student activities, including weekly meetings due to limited space.
3. If a student organization does not show for a reservation, this will be marked on their file and the President of the student organization will be notified. **One failure to cancel a major activity will result in the inability to schedule for the remainder of the semester or following semester and may result in the cancellation of all future reservations. If a student organization fails twice to cancel all other student activities, then the result will be failure to schedule the remainder of the semester or the following semester and may result in the cancellation of all reservations for the remainder of the semester.**
4. The University's Administration has full use privileges which may cause an organization to reschedule their event for another date or an alternate location. The organization will be notified as soon as possible by the Scheduling Office to reschedule or move the event to an alternate location if the need arises.

University Alcohol Policy

Effective April 1, 2007

1. The sale or service of alcohol may be permitted in or at any on campus venue not restricted by law or University policy.
2. The sale or service of alcohol at events on campus be governed by the following:
 - a) Permission for alcohol sale or service at events sponsored by CNU faculty, staff or students will be granted by the appropriate dean or administrative vice president or by the university president.
 - b) When alcohol is being served, food and sufficient non-alcoholic beverages must be offered.
 - c) Catering Services, to include bar service, will be provided through CNU Catering.
 - d) When the event is sponsored by a student organization, student leaders from the sponsoring organization will be required to attend or must have attended the risk management workshop sponsored by the Office of Student Activities. When the event is sponsored by an academic or administrative department, the leadership of the sponsoring department must have attended the risk management training offered during Getting Started Week or must attend a risk management workshop.
 - e) Appropriate safety and security staffing will be determined by the CNU Chief of Police in consultation with the appropriate dean, vice president or director. Costs will be charged to the sponsoring organization for services necessary which may include door security and personnel to check identification.
3. On campus alcohol consumption associated with and prior to or during athletic competitions (tailgating) should not be permitted.

Organization Representative: *I have read and understand all policies set forth in this Student Activity Request Form and will ensure that all members and participants of my event adhere to them. I understand that disciplinary action against my organization may result from violating any policies stated on this reservation form in addition to the University's Honor Code and all other University, city, and state laws and policies.*

Chairman of Activity or Group President