

# CUB SCHEDULING POLICIES

*Amended 12.22.08*

ALL RESERVATIONS ARE NOT FINAL AND NO RESOURCES WILL BE SCHEDULED UNTIL A SIGNED COPY OF THIS CONFIRMATION OR UPDATES HAS BEEN RETURNED TO THE CUB SCHEDULING OFFICE IN THE COMPTON UNION BUILDING, ROOM 140.

## EVENT INSURANCE

Based on event activities and other event details, we will determine if you will be required to purchase event insurance. All organizations not directly administered by Washington State University are required to provide proof of event liability insurance specifically listing Washington State University as additionally insured.

## CANCELLATION

Cancellation within 30 days of your event will result in a 10% Cancellation fee.

## ACCESS

You will be allowed access to the space you reserved only during the times you indicated on your request from, i.e. during the "Pre-Event", "Event", and "Post-Event" times.

## STORAGE

No storage is available in the building for materials your event requires.

## RESOURCES/EQUIPMENT

Tables/chairs, basic AV equipment, and CUB resources are included in the room fee. Other resources are subject to availability.

## CATERING

All catering in the CUB event/meeting spaces will be provided by University Catering. The guaranteed attendance figure for your event must be submitted to the Compton Union Administrative/Catering Office by noon of the third (3<sup>rd</sup>) working day prior to the event. New requests for catering received within three working days of the event will have a limited menu selection. Changes in the attendee list within three working days of an event will result in appropriate fees to cover food and overhead costs incurred by University Catering. Food/refreshment items may not be removed from the catering site, unless approval is granted in advance for specific items by the Food Service Director, or his/her designee.

## DAMAGES

Your organization will be responsible for any loss or damages to the CUB facility, furnishings, or equipment during your event.

## DECORATIONS and SIGNS

All decorations must be approved by and coordinated with express permission from the CUB.

## INTERRUPTION OR TERMINATION OF EVENT

CUB administration reserves the right to cancel, interrupt, or terminate any event in the interest of public safety, noncompliance with university policies, or if the event can be viewed as inappropriate or not consistent with the mission of the Student Union. I (we) agree to the above and understand that space and/or resources have been ordered for this event. I have reviewed the arrangements in this confirmation and in the pricing summary. This confirmation does not serve as your bill. An invoice will be prepared and sent to you for payment after the conclusion of your event. Please do not send an IRI for event payment until you receive your invoice copy.

