

CANCELLATION POLICY

REGISTERED UCLA ORGANIZATIONS AND DEPARTMENTS

General Inquires: reserve@recreation.ucla.edu

Meetings, small scale banquets, and practices must be cancelled no later than 3 business days prior to the event date. If this deadline is not met, the student organization runs the risk of being responsible for all costs associated with the event and may forfeit any campus funding for these costs. If this deadline is not met by a Department, UCLA Recreation will use the FAU or recharge provided in your EOL to cover the costs of this event.

All large scale events must be cancelled no later than 10 business days prior to the event date. If this deadline is not met, the student organization will be responsible for all costs associated with orders the venue manager is unable to cancel. If this deadline is not met by a Department, UCLA Recreation will use the FAU or recharge provided in your EOL to cover the costs of this event.

If you are unable to cancel your request on our website - reserve.recreation.ucla.edu, please contact our office at **310.825.3588**.

