

# E.H. Hereford University Center and Commons

## Reservation Guidelines

### Cancellation and No-Show Policy

Cancellation of a reservation must be received in The Commons & University Center Operations office at least three (3) class days prior to the date and time of the reservation. The individual who has been named the “contact” for the reservation must place the cancellation, for RSOs cancellations must be done in person in The Commons & University Center Operations office. U.T. Arlington departments must place cancellations in writing or by calling The Commons & University Center Operations office. Failure to utilize a reserved facility without the required notice of cancellation will be considered a no-show reservation. A no-show reservation may result in charges for room use and setup hours, loss of future reservation privileges, and/or cancellation of future reservations.