



KEAN
UNIVERSITY

To: Reservation Office
University Center Administration

From: _____ (Name)
_____ (Group Name) Date _____

RE: Event/Meeting/Party Cancellation

Due to the following reason(s): _____

The program _____ (Name) scheduled on
_____ (Date) in _____ (Location) at _____ (Time).

I am aware that I must notify you of party cancellations at least (2) two business days in advance, or I am/we are responsible for all fees incurred by this event.

Please notify all necessary departments of all cancellation.

Thank you,

_____ (Signature)

_____ (Name)

_____ (Title)

_____ (Group)

Cc: Janet Allen, Stephanie Faser, Scott Kinnie, Mary Wuethrich, Shunda Williams,
Beverly Desch, Dave Porter, Maximina Rivera-Burrower, Sandra Espinal & Henry Hess.