



**KEAN**  
UNIVERSITY

**CANCELLATION FORM**

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: Matthew Caruso, Stephanie Faser, Scott Kinnie, Maximina Rivera, Kerrin Lyles, Sheila Philbert, Alex Louis, Flavio Pelosi, Brett Wyatt, Audley Briggs, and Dave Lopez.