



Campus Center Room Change & Cancellation Form for Student Events

Please complete this form at least **48 hours** before your event is scheduled to take place.

FAILURE TO CANCEL YOUR EVENT WITHIN THE 48 HOURS MAY RESULT IN DEPARTMENTAL CHARGES.

Title of the Event: _____

Sponsoring Organization: _____ Event Location: _____

Date of the Event: _____

Event Planner: _____

Email Address: _____ Contact Cell Phone: _____

I want to CHANGE the:

Event Dates

*Please consult the NJIT Calendar for location availability on your requested date.
Attach a new Event Planning Form to this form to complete your request*

Event Location

*Please consult the NJIT Calendar for location availability on your requested date.
Attach a new Event Planning Form to this form to complete your request*

Event Set Up

Attach a new Event & Facility Set Up Form to this form to complete your request.

I understand that changes in date, location and set up may incur departmental charges, if submitted less than 48 hours in advance of the program, or if moved to a weekend/late night.

Event Planner Signature Required Date

I want to CANCEL the event:

Please note that your cancellation must be submitted IN PERSON before 5:00 pm, in order to be processed. If your event is scheduled within 48 hours, and you fail to notify the office before 5:00 pm, you may be charged for departmental charges.

I understand that by canceling this event I am releasing all reserved space and equipment set ups

Event Planner Signature Required Date

Office Use Only

Time Submitted Date

Changes Approved

Cancellation Approved