

Tips for Room Reservations

- Please open up the attached PDF document that is sent as part of your confirmation via email. The times the technician has been scheduled to open/close your room is contained within the document.
- Requests made inside of 8 days will incur full charges plus an additional 30% late request fee (minimum of \$8).
- Rooms will be opened by the beginning of the reservation time. If there is not a representative from the group present by the time the technician is scheduled to leave, the room will be locked and the event will be recorded as a no-show.
- No shows do incur charges even if the original reservation did not (\$20). If you do not show up for a late reservation, you will be charged the full \$32 charge.
- Cancellations must be received 1 business day in advance of the event to avoid charges.
- Please feel free to contact Lynn or Jon should you have any questions regarding this policy, or if you would like to adjust the start time for your reservation.

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