

# Indian Prairie Community Unit School District #204

## Building Rental Cancellation/ Time Change Request Form

Example:

Group Name	Building/ Location	RSVN#	Day of the week	Booking Date	Specific Rooms for change request (please take the room name/number directly from Permit)	Event Time:
ABC Soccer	Gombert	126470	Monday	10/18/2021	Elementary GYM	CANCEL booking. Event Time: 6:45pm-8:15pm/ RSVN Time: 6:30pm- 8:30pm

Person Making Change Request: \_\_\_\_\_

Date when Change Request was Submitted: \_\_\_\_\_

*(Please be advised that based on building rental guidelines, changes and cancelations must take place no less than 7 business days prior to the confirmed booking event. If less than 7 days written notice, the Renter will be responsible for cost of booked rooms and for personnel scheduled to support the Confirmed Event.)*