

Event Cancellation Procedures

Renter Cancellation

- Call Student Services at 281-356-3571 ext. 1040 if Monday-Friday during business hours (8:00am-4:30pm)
 - The Custodial Services charges will be as follows:
 - If notice is BEFORE 3:30 p.m. on Friday, then no charge will be assessed to renter.
 - If notice is AFTER 3:30 p.m. on Friday, then \$50 will be assessed to the renter.
- Call Orlando Deleon at 936-203-4827 if it is after hours/weekend
 - The Custodial Services charges will be as follows:
 - If notice is BEFORE 3:30 p.m. on Friday, then no charge will be assessed to renter.
 - If notice is AFTER 3:30 p.m. on Friday, then \$50 will be assessed to the renter.

Renter doesn't show for event

- In case of a no show to event, the renter will be billed \$50

School District Cancels

- In the event that the school district will have to cancel the event, the procedure is:
 - Reschedule (if possible)
 - Check for alternate location
 - Refund any pre-paid fees if event does not occur