

Reservation #: _____ **CSUID:** _____ **User Group:** _____

School Site: _____

- Change at request of:
- User Group
 - School
 - Community Schools

Instructions: This form should be used to alter existing reservations. Complete all applicable fields as completely as possible.

User Group, please forward to the School for approval.

	Add	Remove	Change From	Change To
<input type="checkbox"/> Spaces	<input type="checkbox"/> Attach Form 2900-S	<input type="checkbox"/> Attach copy of confirmation with removed items indicated		Attach Form 2900-S as necessary
<input type="checkbox"/> Equipment	<input type="checkbox"/> Attach Form 2900-E			Attach Form 2900-E as necessary
<input type="checkbox"/> Other Changes				
<input type="checkbox"/> Cancellation	<input type="checkbox"/> Whole Reservation		<input type="checkbox"/> Cancel from _____ on _____ Date	
School Use <input type="checkbox"/> Personnel	<input type="checkbox"/> Attach Form 2900-P	<input type="checkbox"/> Attach list of dates/personnel to be removed		Attach Form 2900-P as necessary

Changes or Cancellations made at the request of the User Group must be made 15 days prior to date of requested change or cancellation. A \$35 Change Fee will be charged for each Change Request.

Person Completing Form (Print:) _____ Date: _____

Signature of Authorized Party to the contract: _____

Approval		To Be Completed By School System		
YES	NO	Please Forward	Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>	School ↓		
<input type="checkbox"/>	<input type="checkbox"/>	Community Services ↓		
Completed		Action Checklist		
<input type="checkbox"/>		Energy Notified		
<input type="checkbox"/>		Security Notified		
<input type="checkbox"/>		Corrected Reservation		