**Cancellation, No-Show and Late Request Policies**

**Cancellations**

Room reservation cancellations must submitted in writing via our reservation system https://txstate.emscloudservice.com or emailed to [lbjscreservations@txstate.edu](mailto:lbjscreservations@txstate.edu).

**Meeting Rooms**

All meeting room reservations must be cancelled at least 2 business days in advance to avoid a late cancellation fee.

**Ballroom and Teaching Theater**

Ballroom and Teaching Theater reservations must be cancelled within 30 days of the reservation. Cancellations with less than a 30-day notice will result in a cancellation fee. Because these venues are in high demand, our goal is to maximize the use of these rooms for the benefit of the campus community and encourage advanced planning.

**No-Shows**

Failure to show up for your reserved space will result in a No-Show fee. Repeated no-shows could result in loss of reservations.

**Late Requests**

Reservation requests received less than 2 business days before the event will be charged a late request fee.

Pricing(link)