



## **Benson University Center Policy Update Effective January 1, 2012**

Effective January 1, 2012, the existing “failure to cancel” policy will be strictly enforced for all groups – both internal and external. As stated on the reservation form, failure to cancel in writing at least 2 business days in advance will result in cancellations fees and/or setup charges. Penalties will range from \$50 - \$250. To cancel a reservation, send an email to our reservation staff at [bensoa@wfu.edu](mailto:bensoa@wfu.edu).

Room, equipment and labor rates will also increase moderately, primarily impacting our external user groups. For more specific details, please visit the Benson website at [www.wfu.edu/bensonrates.pdf](http://www.wfu.edu/bensonrates.pdf) to download the current rate schedule.

If you have any questions or concerns, please feel free to contact James Buckley, Director of the Benson University Center, by email at [bucklejr@wfu.edu](mailto:bucklejr@wfu.edu) or by phone at x4869. Thank you for your continued use of Benson and we look forward to serving you in the future.