



HOLY NAMES UNIVERSITY

FAX- 510.436.1289
MAIL- **Attention: Campus Services**
Holy Names University 3500 Mountain Blvd. Oakland, CA 94619

Campus Services

Cancellation/Modifications

CANCELLATION

Please attach your confirmed Facility Reservation Form along with this form.

Event Name: _____

Date/Time: _____ Location: _____

Sponsor: _____ Event Number: _____

MODIFICATIONS

Please attach your confirmed Facility Reservation Form along with this form.

Previously Scheduled Date/Time: _____

New Date/Time: _____

Previous Location: _____

New Location: _____

Sponsor: _____ Event Number: _____

NOTIFICATIONS

_____	_____	_____	_____	_____	_____
Signature	Dept.	Date	Signature	Dept.	Date

_____	_____	_____	_____	_____	_____
Signature	Dept.	Date	Signature	Dept.	Date