

Scheduling & Cancellation

Scheduling for space may be conducted either by phone (870) 972-2055, in person, or [online](#) in advance of the event. Cancellation for a meeting room requires a 24 hour advance notice; cancellation of Centennial Hall requires a two week advance notice.

Registered student organization use of the Reng Student Union Auditorium and/or Centennial Hall will be limited to no more than two times per semester. Appropriate fees for reserved space will be applied if the RSO is charging admission or fees for their event.

The office of the Reng Student Union reserves the right to review and change its guidelines as necessary.

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