No-Show Charges

Effective July 1, 2014, Educational Technology Services will phase in a fee assessment for requesters who without cancelling their reservation in advance (minimum 48-hours notice) reserve classroom space, request technician assistance for an event, or schedule lecture captures and then do not use the room during the scheduled time. A schedule of fees is listed below.

<table>
<thead>
<tr>
<th>Description</th>
<th>1-2 hrs</th>
<th>2-4 hrs</th>
<th>4-8 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room reservation no-show (without technician)</td>
<td>$78</td>
<td>$156</td>
<td>$302</td>
</tr>
<tr>
<td>Room reservation no-show (with technician)</td>
<td>$156*</td>
<td>$234</td>
<td>$380</td>
</tr>
<tr>
<td>Empty lecture capture recording</td>
<td>$78</td>
<td>$156</td>
<td>$302</td>
</tr>
</tbody>
</table>

*includes one hour of technician time

Instructions for checking reservations submitted through 25Live (pending & confirmed):

On 25Live, you can review all the submissions you have under your name.

- Go to Events (you need to be signed in).
- Select ‘Search For Events’
- Select ‘More Search Options’
- When this expands - Your Role: select ‘Requestor’
- Click on ‘Go’

All submissions you have requested should show up.

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UCSF Main Site

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