

## **CASPR Meeting Room Payment and Refund Policy**

### **Meeting Room Assignments & Fees**

Programs wishing to use meeting rooms for interviews or socials must make a request and remit **advance** payment.

- The meeting room fee is \$300 per room per day. Charge includes use of the room in the evening for social or other events.
- Use of a meeting room for an evening event is \$150 per room per evening.
- If a meeting room request cannot be met, a full refund is given.

Meeting rooms are assigned on a “first paid” basis after receipt of BOTH a request and payment.

**AACPM does NOT guarantee that all meeting room requests can be accommodated!**

### **Cancellations & Refunds**

Once a meeting room **has been confirmed** by AACPM, if use of the room is cancelled entirely or days of use shortened, the following service and cancellation charges apply:

- Cancellation of some or all days of a confirmed meeting room incurs a \$25 cancellation fee.
- Cancellation of some or all days of use for a confirmed meeting room that is 13 - 7 days before the start date of room use incurs a 50% cancellation fee.
- Cancellation of some or all days of a confirmed meeting room that is 6 days or less before the start date of room use incurs a 75% cancellation fee.

Programs not making payment for confirmed meeting rooms for CRIP are not allowed to participate in the next CASPR cycle until payment in full is made.