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# CAMPUS CLOSED CONDITIONS

When a "campus closed" condition is in effect for Georgia Institute of Technology, no employees are to report to work, except those previously designated as "emergency essential" by their department, or otherwise instructed by a supervisor. Institute Communications will immediately notify local radio and television stations and place the campus status decision on the Institute's [main web page](#).

Student Center staff will make every effort to contact groups with active reservations in a "campus closed" situation to discuss options. The Student Center will continue to operate whenever possible and will communicate any concerns or challenges with facilitating West Village Dining Commons reservations in a "campus closed" situation. If the decision is made to cancel an event in a "campus closed" condition, the Student Center staff will issue a full refund or assist the group in rescheduling the event.

The Student Center staff reserves the right to cancel an event it cannot safely host due to inclement weather or other conditions beyond its control. In such cases, a future event date and/or a full refund will be offered.

## **Refunds for Campus Closure**

Payments in the form of credit card shall be refunded, when applicable, within seven (7) business days of a cancelled event. Cash, certified check, and money order refund requests can take up to six (6) weeks and require the client to set up a [Vendor Profile](#) with the Institute.