

OFFICE OF STUDENT LIFE

EVENTS AND CONFERENCES

QUICK GUIDE – SPACE REQUEST TOOL

- * Space Request Tool is only available for Student Organizations and University Departments
- * Classroom requests are only available for Student Organizations
- * Please note only approved users can submit requests

CREATE AN ACCOUNT



- VISIT go.osu.edu/spacerequesttool
- CLICK on the click here button to create an account as an online user
- SIGN UP by completing all necessary fields, including email, password, organization and additional information
- WAIT for an email which will be sent to you, within 3-5 business days, once the account is approved

SUBMIT A REQUEST



- SIGN IN with email and password at go.osu.edu/spacerequesttool
- CLICK [Create a Reservation](#) in left panel.
Click [Book Now](#) next to the type of reservation request needed. Please submit your request at least seven days ahead of your reservation.
- ROOMS: On left side enter event date, time and location. If event is recurring select Recurrence.
Select [room\(s\)](#) and follow subsequent prompts.
Click [Next Step](#)
- SERVICES: Fill out necessary services (as needed)
- RESERVATION DETAILS: Complete Client Details and additional information as requested. Click [Create Reservation](#)
- WAIT for your confirmation which will be emailed within 5 business days with any next step instructions
- REVIEW the confirmation details and contact us with any questions

TABLING – REQUEST FORM



go.osu.edu/tablingrequest

- Are you interested in sharing information about your organization or an upcoming program? Then consider tabling at the Ohio Union, RPAC or in the North District. Visit go.osu.edu/tablingrequest to learn more and schedule today!

