

EVENTS AND CONFERENCES

SPACE RESERVATIONS GUIDE – STUDENT ORGANIZATIONS

	Ohio Union	Classroom Spaces	Outdoor	North District Spaces	Rec Sports
When to Book <i>NOTE: If the date falls on a weekend or holiday requests will open the next business day.</i>	Fall semester bookings open: May 15 9 a.m. Spring semester bookings open: Sep 15 8 a.m. Summer semester bookings open: Jan 15 8 a.m.	Fall semester bookings open: July 15 9 a.m. Spring semester bookings open: Dec 1 8 a.m. No Summer semester bookings available	Entire Academic Year: May 15 9 a.m.	Fall semester bookings open: July 15 9 a.m. Spring semester bookings open: Dec 1 8 a.m. No Summer semester bookings available	Fall semester bookings open: May 15 9 a.m. Spring semester bookings open: Sep 15 8 a.m. Summer semester bookings open: Jan 15 8 a.m.
Requirements to Book Space	Active Student Organization Status & Completed Space Use Agreement: go.osu.edu/SpaceUseAgreement				
Booking Restrictions/ Timeline	Ohio Union Dance Rooms have a 90-minute limit. Submit Request through SRT minimum 7 days in advance. Performance spaces up to (1) year in advance, email to inquire.	You can only request 1 classroom space on weeknights for a maximum of 90 mins. On weekends, you may reserve multiple rooms for over 90 mins. Submit request through SRT minimum 7 days in advance	Submit request through SRT minimum 14 days in advance	Submit request through SRT minimum 7 days in advance. Curl Viewpoint inquiry via email.	Submit request through SRT minimum 7 days in advance
How to Book	Online using the Space Request Tool (SRT): go.osu.edu/SpaceRequestTool				
Room Charges	3 free meeting spaces per day. Performance/Event spaces incur a charge.	No charge	No charge	3 free meeting spaces per day. Curl Viewpoint and large event spaces may incur a charge.	Free meeting space. Reservations with non-recreation members incur a 50% facility space charge.
A/V	Complimentary projector/screen and laptop connection. Additional A/V available upon request.	No additional A/V besides what is available in the room. Please check the odee.osu.edu classroom search to see what your room has available.	No A/V *Electricity available at select locations	Each room offers TVs with varying input capabilities. A/V support is limited.	Complimentary projector/screen and laptop connection where available. Additional A/V available based on event, may incur additional cost.
Food	Food and beverage allowed in spaces through University Catering <i>**Please work with your event coordinator to order. **Catering requests must be received minimum (4) weeks out **External catering is prohibited</i>	No food or drink allowed in spaces	Food and drink allowed may be subject to approval from Dining Services. <i>**No homemade baked goods are allowed, only store bought. **All beverages must be Coca-Cola products.</i>	External Food and drink allowed. But if not cleaned up, charges may occur. <i>**Client is responsible for clean up at conclusion of your event</i>	Food and beverage allowed in spaces through University Catering <i>**Please work with your event coordinator to order. **Catering requests must be received minimum (4) weeks out **External catering is prohibited</i>
Website	For additional information on spaces, event planning and more. Visit: go.osu.edu/EventsandConferences				
Contact Info	ohiounionevents@osu.edu (614) 292-5200	Ohiounionclassroomrequests@osu.edu (614) 292-5200	outdoorevents@osu.edu (614) 292-5200	UniversityHousingSpaces@osu.edu (614) 292-5200	recspace@osu.edu (614) 292-7671



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!

