



Spaces Requiring Approval

All **outdoor spaces** and the following indoor spaces require approval:

- Guthery Community Room
- Bull Board Room
- Morrill Hall 100 Auditorium
- Wayne and Geraldine Kuhn Fine Arts Gallery
- Greg Swepston Gymnasium

After requesting one of these spaces in Outlook, you will receive a **tentative response** while your request is reviewed. The meeting invitation will then be **accepted or declined**.

Rooms may be reserved up to **one year in advance**.

Need Assistance?

Contact the appropriate **Space Reservations Specialist at Ohio State Marion**:

- **Chris Crisler.6**: Ohio State Marion classrooms
- **Chris Deel.26**: Bull Board Room, Guthery Community Room, and Morrill Hall and Science & Engineering Building conference rooms
- **Dawn Hockensmith.6**: Alber Student Center

For general questions about the event reservation process, contact the **Dean's Office**.