

Campus Room Reservation Policy and Procedure

The Ohio State University at Marion is dedicated to serving the needs of our students, faculty, and staff. This room reservation policy and the following procedures are designed to promote respect toward one another and the Marion campus community. As part of this service, we strive to ensure all rooms are allocated in the most equitable manner. Accordingly, the Room Reservation Committee facilitates and manages the room reservations process.

If you are interested in reserving space on the Marion campus, please see below for internal and external guidelines.

Priorities for Room Use:

1. Academic Scheduling for both Ohio State Marion and Marion Technical College.
2. Internal Departments and Student Organizations.
3. External Entities with 501(c)(3) status (additional policies, procedures, documents, and fees will be required from the Marion Campus Development Office for external groups).

Academic Scheduling

- Please contact Amy Erickson (erickson.138@osu.edu) for all academically-related room reservations.

Internal Usage

- Please address all non-academic room reservation request to marionroombookings@osu.edu at least three working days prior to event. The earlier the request is submitted, the greater the chance your preference can be accommodated.
- Specify the building and room you wish to reserve, as well as the beginning and ending times (including time for set up and tear down) and whether or not food will be served.
- DO NOT use room(s) without a written confirmation from marionroombookings@osu.edu.

External Usage

- Please complete the Room Reservation Form and submit it via e-mail as an attachment to marionroombookings@osu.edu. All requests will be reviewed, and notification of your reservation status will be emailed to you within 24 hours of your request.

If you have any further questions about room reservation policy and procedure or would like to discuss alternative options when your room request cannot be accommodated, please contact marionroombookings@osu.edu.