



Instructions: Complete this form as it relates to your meeting or event. Email a copy of the completed form to marionroombookings@osu.edu. Please be aware that reservations are subject to rescheduling and relocating if an academic need for the room arises.

Please Note: External entities may request reservations up to six months in advance but must also complete a Facilities Agreement. Alcohol is prohibited on The Ohio State University at Marion campus.

This reservation is tentative until you receive a written confirmation of your reservation from marionroombookings@osu.edu.

Contact/Group Information		
Business/Organization Name:		501(c)(3) Y <input type="checkbox"/> N <input type="checkbox"/>
Contact Name:	Advisor Name:	
Email Address:	Phone Number:	
Mailing Address:	Add to Campus Calendar? Y <input type="checkbox"/> N <input type="checkbox"/>	
Event Information		
Name:	Number of Expected Attendees:	
Date/s:	Time of Reservation:	
Start Time:	End Time:	
Additional Information:		
Room Information		
Room Preference:		
Default Room Setting:		
Special Set-Up/Tear Down (billed at \$55/hr after event)		
Details:		
Technical/Equipment		
<input type="checkbox"/> AV Equipment	<input type="checkbox"/> Computer	<input type="checkbox"/> Podium
<input type="checkbox"/> Digital Projector	<input type="checkbox"/> DVD	<input type="checkbox"/> Video Conferencing
<input type="checkbox"/> Tech Support (billed at \$18/hr after event)	<input type="checkbox"/> Microphone (hand-held)	<input type="checkbox"/> Sound System
Details:		
Special Requests:		
<input type="checkbox"/> Kitchen Access	Serving Food: Y <input type="checkbox"/> N <input type="checkbox"/>	
<input type="checkbox"/> Name of Caterer:		
<input type="checkbox"/> Building and room unlocked (only for after hours and weekends)		
<input type="checkbox"/> Other Room Requirements/Needs:		
Guthery Community Room Requests (only for Community Room reservations)		
<input type="checkbox"/> Default setting (12 round tables; 7 chairs at each; three long tables in back of room cut-out; two long table along other back wall)		
<input type="checkbox"/> Special Set-Up/Tear Down (billed at \$55/hr after event)		
Details:		
Internal Use Only		
<input type="checkbox"/> External Facilities Agreement Sent on:		
<input type="checkbox"/> External Facilities Agreement Signed on:		
<input type="checkbox"/> Reservation Confirmed:		

By submitting this room reservation request, you are agreeing that you read and understand the Marion Campus Room Reservation Policy and will follow the guidelines to the best of your ability.