

Space Reservations Guide for Student Organizations

	Ohio Union	Classroom Spaces	Outdoor	Housing	Rec Sports
When to Book (If the date falls on a weekend or holiday requests will open the next business day.)	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 9a.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/OhioUnionSpaceUseAgreement	Active Student Organization Status & Completed Space Use Agreement: go.osu.edu/OhioUnionSpaceUseAgreement	Active Student Organization Status & Completed Space Use Agreement: go.osu.edu/OhioUnionSpaceUseAgreement	Active Student Organization Status	Active Student Organization Status
How to Book	Online using the Space Request Tool (SRT): go.osu.edu/spacerequesttool	Online using the Space Request Tool (SRT): go.osu.edu/spacerequesttool	Online using the Space Request Tool (SRT): go.osu.edu/spacerequesttool	Online using the Space Request Tool (SRT): go.osu.edu/spacerequesttool	Online using the Space Request Tool (SRT): go.osu.edu/spacerequesttool
Booking Restrictions/ Timeline	Ohio Union Dance Rooms have a 90 minute limit. Submit Request through SRT minimum 7 days in advance	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 5 days in advance	Submit request through SRT minimum 7 days in advance
Room Charges	3 free meeting spaces per day. Performance/Event spaces incur a charge.	No charge	No charge	No 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. Additional equipment can be checked out from hall desk. A/V support is limited.	N/A
Food	Food and beverage allowed in spaces through University Catering **Please work with your event coordinator to order catering. *Catering requests must be received minimum (4) weeks out **External catering is prohibited	No food or drink allowed in spaces	Food and drink allowed may be subject to approval from Dining Services. **No homemade baked goods are allowed, only store bought. **All beverages must be Coca-Cola products.	External Food and drink allowed **Client is responsible for clean up at conclusion of your event	Food and beverage allowed in spaces through University Catering **Please work with your event coordinator to order catering **External catering is prohibited
Website	go.osu.edu/ohiounionevents	go.osu.edu/classroomrequests	go.osu.edu/outdoorspacerequests	housing.osu.edu/resources/university-housing-spaces/	recsports.osu.edu/space-reservations
Contact Info	ohiounionevents@osu.edu (614) 292-5200	ohiounionclassroomrequests@osu.edu (614) 292-5200	ben@osu.edu (614) 292-5200	UniversityHousingSpaces@osu.edu (614) 292-8266	recsports@osu.edu (614) 292-7671