Quick Guide – Space Request Tool

* Only available for Student Organizations and University Departments
* Please note only approved members can submit requests

CREATE AN ACCOUNT

• VISIT go.osu.edu/spacerequesttool
• CLICK on the click here button to create an account as a virtual user
• SIGN UP by completing all necessary fields, including Email, Password, About You and Additional Information
• WAIT for an email which will be sent to you, within 3 business days, once the account is approved

SUBMIT A REQUEST

• SIGN IN with email and password at go.osu.edu/spacerequesttool
• CLICK in left panel click Create a Reservation. Click Book Now in the top right
• 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: Select corresponding room A/V option. Under Conference Equipment tab choose laptop connection type. If you would like to add catering click the Web Request Catering Information and enter information. Click Next Step
• DETAILS: Complete Event Details and Client Details. Add Additional Information if needed 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

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