

Quick Guide – Space Request Tool

* Only available for Student Organizations and University Departments

* Please note only approved members can submit requests



**CREATE
AN ACCOUNT**



**SUBMIT
A REQUEST**



**REVIEW
CONFIRMATION**

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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