Quick Guide – *Space and Classroom Request Tool*

* Ohio Union requests are only available for Student Organizations and University Departments

* Classroom requests are only available for Student Organizations

* Please note only approved members can submit requests

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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 an online 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 Create a Reservation in left panel. Click Book Now next to the type of reservation request needed (Classroom User Request or General User Request). Please submit your request at least five days ahead of your reservation.
- 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: *For Classroom request, skip this step*
    - Select corresponding room A/V option
    - Under A/V Equipment tab choose built-in equipment and laptop connection type
    - If you would like to add catering click the Web Request Catering Information and enter information
    - Click Next Step
- RESERVATION DETAILS: Complete Event Details and Client Details. Be sure to add all additional information. 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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