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

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)
- 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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