

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

ohiounion.osu.edu

614-292-5200

ohiounionevents@osu.edu

ohiounionclassroomrequests@osu.edu

