



Event/Meeting Details:

Type of Request: Meeting or Event Preferred room:

Title of Event:

This will appear on the digital screens outside of the room reserved.

Date of Event:

Time of Event:

Set-up/Tear-Down Time Needed:

Number of Attendees:

Who Will Be in Attendance:

Set Up: Room As-Is Banquet Theater Classroom

Technology Needed: N/A Podium Mic Projector

For movies proper licensure will need to be obtained through www.swank.com and provided to HRL prior to event date.

Will Food/Beverages be Served: Yes No

Who is Providing Food/Beverages: OU Catering Bringing in Food N/A

Ohio University Catering has first rights of refusal on all catering. Please contact OU catering directly with questions regarding their policies (740-593-4035 or www.ohio.edu/food/catering).

Ohio University Catering Policy can be found at <https://www.ohio.edu/policy/47-015.html>

Ohio University Catering Exemption Request Form can be found at

https://www.ohio.edu/food/catering/upload/catering_web_exemption_form-3.pdf

Permit to Sell/Serve Food on Campus can be found at https://www.ohio.edu/food/catering/upload/food_permit-3.pdf

Contact Information

Department/Student Org. Sponsoring:

University Account Number:

Full Name:

Phone Number:

Email:

University Address:

Room Set Up Definitions and Resources:

Conference Style: one large table with chairs around perimeter

Banquet Rounds: 6' round tables with chairs (max seating per table is 8 chairs)

Theater: rows of chairs

Classroom: 5' or 6' tables facing front of room, chairs on one side

Pods: square table with chairs on each side

LLC Spaces:

102/104 - standard set up is conference style with seating for 35

113: standard set up is conference style with seating for 8

130 and 150: standard set up is classroom set up with seating for 24

Jefferson Spaces:

160: standard set up is pod style with seating for 32

170 and 172: standard set up is conference style with seating for 6

179: Jefferson Library - no set ups permitted (soft furniture and a conference table)