

## Request for use of the Ohio State Visitor Center Conference Room

Today's date:

Name of Group Requesting: \_\_\_\_\_

Is this a not-for-profit organization? Yes / No

Contact Person Requesting: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Start time of event: \_\_\_\_\_ End time of event: \_\_\_\_\_

What time will you need in the room for set-up? Registration etc? \_\_\_\_\_

Approximate number of people who will be attending: \_\_\_\_\_ (room capacity is 70)

Will you need tables? (8ft x 16in rectangles) Yes / No

If yes, how many? \_\_\_\_\_

Will you need check in tables outside the door? Yes / No

If yes, how many? \_\_\_\_\_

Will food or beverage be served at your event? Yes / No

If yes, how many tables for food? \_\_\_\_\_

**Anything else?**

### PLEASE NOTE:

- You will be notified within 3 business days if your request for space has been accepted or denied.
- If your event is after 5pm or on the weekends, please call security at [419/995-8499](tel:419-995-8499) to unlock and re-lock the doors.
- Tables and chairs will be provided, but set-up of the room is your responsibility.
- The room must be left exactly how it was found: tables and chairs re-stacked; furniture back in original places; lights off; doors locked, etc.
- If food or beverage is being provided, the trash must be emptied into the dumpster behind the building at the end of the event.
- If kitchen resources are used, the kitchen must be cleaned, and all external food removed.
- Ohio State Lima reserves the right to deny future access to the space for violations of these stipulations.

I have read and understand the policies above and agree to the terms. I understand that The Ohio State University cannot be held liable for anything associated with use of the Visitor and Student Services Center space.

\_\_\_\_\_

Signature of Requestor

