



Reservation Request

Margaret M. Walter Hall

Today's Date _____

Department/Organization or name of person making request

Person handling arrangements for event

Title

Please Print

Telephone 1 _____ Telephone 2 _____ Fax _____

e-mail _____ Address _____

Describe event (attach extra sheets for more detail if necessary)

Date(s) Requested _____ # of Participants _____

Set-up begins at _____ am pm Event begins at _____ am pm & ends at _____ am pm

Doors to be open at _____ am pm Will alcohol be served? Yes ___ [Permit is required.] No ___

Please provide the name and contact information for your caterer _____

Equipment or other needs? (registration table, AV, etc. _____

Attach a separate sheet if more room is needed

Rooms Requested		(Please check beside rooms requested)	
_____ Conference Room 125	_____ Conference Room 127	_____ Rotunda	(184 table seating)
			(220 chairs only)
_____ Lecture Hall 135 (248 Capacity)	_____ Lecture Hall 145 (180 Capacity)		
_____ Lecture Hall 235 (148 Capacity)	_____ Lecture Hall 245 (130 Capacity)	_____ Other	

University Clients, please provide an Oracle account number to bill
(Please provide your entire account number, not just the project number)

Non-University clients, please provide name and mailing address for billing:

Authorizing Signature

(Must be Advisor or Department Head for on-campus organization)

Name (Please Print)

Please print and return a completed paper copy of this form to Sheila Wurtsbaugh, 119 Walter Hall, Athens, OH 45701 or fax to 740-593-0690. To inquire about availability and space rental rates, you may e-mail wurtsbau@ohio.edu, or call 740-593-1777. Voice mail will pick up if no answer.