



OHIO UNIVERSITY Lancaster Campus

REQUEST FOR USE OF FACILITIES

General Information:

Contact name: _____

Address: _____

Phone number: _____ Cell Phone Number: _____

E-mail Address: _____

Name of organization: _____

Type of event: _____ Athletic _____ Meeting _____ Other _____
_____ Lecture _____ Performance (please specify)

Event Title : _____ Please include description of event (see sample attached) and contact name if tickets are sold)

Date(s) of Event: _____ M T W R F S Su

Actual Time Range of the Event: _____ Total Time Range Requested: _____

Space requested: _____ Conference Room _____ Classroom _____ Gym _____ Art Gallery _____ Theatre (see below)
_____ Dance Studio _____ Green Room _____ Zone _____ Pavilion

Anticipated attendance: _____ Will you be serving food? _____ yes _____ no
If yes, must select from approved list of caterers below

Will you be serving alcohol? _____ yes _____ no If yes, approval needs to be obtained by Campus Dean

Will you need access to wireless internet? _____ yes _____ no

Please indicate any special needs for your event (tables, chairs, etc): _____

Sound and Audio Visual Need (for Theatre events only):

Microphones:	Audio Visuals:	Other (charges will apply):
_____ Podium	_____ Screen	_____ Marley
_____ Stand	_____ Computer and projector	_____ Piano
_____ Wireless	_____ Overhead projector	_____ Stage Extension

Approved Vendors:

Caterers:

Bobcat Bistro –681-3389	Lancaster Country Club – 653-5150
Cristy’s Pizza – 687-0770	Panera – 654-8902
Four Reasons – 654-2253	Shaw’s – 654-1842
Jimmy Johns – 740-277-6199	

Theatre Technicians for Lighting and Sound:

For outside groups only:

Ed Whitney of Metro Tekk Productions at 614-861-5888 or www.metrotekk.com
Innerphase Video – 740-653-2564

If you are Ohio University Lancaster faculty or staff:

Ed Whitney of Metro Tekk Productions at 614-861-5888 or www.metrotekk.com

Portable Restrooms (OUL must provide location and agree to set up and removal times):

Porta Kleen – 689-1886

Your program description:

A description of your event is required before approval can be granted for use of any space on campus.

Do you want your event posted for public viewing on the Ohio University Lancaster’s events calendar?

Yes

No

Description Example:

“The Fairfield County Basketball Official’s Association will be conducting a basketball officiating class this fall. Completion of the class leads to basketball officiating certification with the Ohio High School Athletic Association (OHSAA). Classes will be held Wednesday evenings from 6pm – 9pm. Cost of the class is \$115, and includes all class materials as well as the first year of registration with the OHSAA.”

Please return completed form to:

**Maryann Lape
Ohio University Lancaster
1570 Granville Pike
Lancaster, OH 43130**

For Internal Use:

Date request received: _____ Suggested Location: _____ Rate: _____

Est. Physical Plant Time: _____ Community Partner: _____ Reserved: _____ Yes _____ No