OHIO UNIVERSITY
Reservation Request Form
Special Event Weekend

Date(s) Requested: __/__/____  __/__/____
First Choice  Second Choice

Organization Name & Sponsoring Organization(s): ___________________________________________________________

Payment Option: Oracle Account: _ _ - _ _ _ _ - _ _ _ _ - _ _ - _

Event Contact*: ____________________________     ______________________     ___________________

*This person will be the only individual allowed to make changes to the reservation.

Event Title and Description: ______________________________________________________________________________
______________________________________________________________________________________________________

Event Time: _________________________     ________________________     Anticipated Attendance: ______________

Space Requested: __________________________________

Please indicate what catering service, if any, you intend to use for the above event:

- Ohio University Catering
- Off Campus Services* Served Buffet

*If utilizing an off campus caterer, a catering exemption must be submitted to and approved by Ohio University Catering (740-593-4035) along with a temporary food permit to EHS.

Is this an annual reoccurring event? ☐ Yes, for ____ yrs. ☐ No

Will tickets be sold for this event? ☐ Yes  ☐ No

Note: Events geared toward the specific weekend population (i.e. parents, sibs, moms, dads, alumni) will be given priority approval.

Parents Weekend: September 23-25, 2022
Dad's Weekend: November 4-6, 2022
Sib's Weekend: February 3-5, 2023
Mom's Weekend: March 30-April 1, 2023

☐ Check here if, due to a contractual agreement, you require a response by ___/___/_____.

OFFICE USE ONLY: DATE RECEIVED: / / _____ TIME: _____ INITIALS: _____

Campus Involvement Center| Baker University Center Room 355  ohio.edu/involvement

Return form to Baker Room 355