

Please attach this form to an e-mail with the subject line Room Reservation Request and send to
Cindy Shelly (shelly.12@osu.edu) AND Lori Nicholson (nicholson.381@osu.edu).

Reservation Request for Non-Classroom Space*
The Ohio State A.T.I.
(330)287-1331

*Classroom space reservations must continue to be made through the online event management/
room matrix system.

Name of group requesting reservation: _____

Group representative: _____

Address: _____ Title: _____

_____ Home phone: _____

Signature: _____ Work phone: _____

Facility requested: _____

Building

Specific area(s)

Date(s): _____ Day: _____ Time: From: _____ To: _____

Description of activity planned: _____

Estimated attendance: _____ Additional equipment requested: _____

Do you need computer access? Yes _____ No _____

For Office Use Only

Rental Fee: \$ _____

Registration and schedule approval for rooms: _____ Dates: _____

Administrative approval for rooms: _____ Date: _____

Please make checks payable to:

Present or mail to:

The Ohio State University
Business Office
Agricultural Technical Institute
1328 Dover Rd
Wooster, OH 44691
330-287-1331

Payment should be made on or before day of use.
