

Room Reservation Request

Directions: Upon completion of this form, please save and email as an attachment to:
registrar@onu.edu.

The University Room/Use Policy may be reviewed by clicking [here](#).

Submission of this form is only a request.
After receipt of this form, the Registrar's Office will email the event number back to you
with a copy to Security to ensure the door to the requested room
is open on the date and time reserved.

Name of person reserving the room:	<input type="text"/>	Extension #:	<input type="text"/>
Contact person for department submitting request:	<input type="text"/>	Extension #:	<input type="text"/>
Date Request Submitted:	<input type="text"/>		

Name of Event:	<input type="text"/>	Building:	<input type="text"/>
Type of Event:	<input type="text"/>	Room:	<input type="text"/>
Event Description:	<input type="text"/>	Date of Event:	<input type="text"/>
College:	<input type="text"/>	Start Time of Event:	<input type="text"/>
		End Time of Event:	<input type="text"/>
		Expiration Date of Event:	<input type="text"/>

*Please note: Use form entitled "Final Exam Room Reservations" for mass/bulk final exams reservations.
If selecting "OTHR" for event type, a description of the event must be given in comment section below.*

Repeatable Event? Full Term?

**If repeatable and/or full term ,
please explain occurrence
(examples: every M W F from 8-9am
every Tuesday spring semester, etc)**

Additional Dates, Times, Rooms: (use for multiples)	<input type="text"/>
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Comments: (further explanation)	<input type="text"/>
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Registrar's Office Use Only

Confirmed by:	<input type="text"/>	Event Number:	<input type="text"/>
Comments:	<input type="text"/>		