

**Ohio Northern University
College of Law**



EVENT / ROOM REQUEST

(419) 772-2206

*Complete the following information and send to Dean's Office. Once approved, confirmation will be sent.
PLEASE PRINT.*

GROUP NAME:		
CONTACT PERSON:		
PHONE:	E-MAIL:	
EVENT NAME / TITLE:		
SPEAKER NAME / TITLE <i>(if applicable)</i> :		
EVENT TYPE:		
<input type="checkbox"/> Seminar <input type="checkbox"/> Dinner / Lunch / Reception <input type="checkbox"/> Fundraiser (attach Request to Solicit) _____ <input type="checkbox"/> Class <input type="checkbox"/> Meeting <input type="checkbox"/> Other _____		
DATE:	START TIME:	END TIME:
	a.m. / p.m.	a.m. / p.m.
ROOM REQUESTED:		
<input type="checkbox"/> 124 <input type="checkbox"/> 127 <input type="checkbox"/> 156 Seminar Room <input type="checkbox"/> 125 <input type="checkbox"/> 129 Moot Court (Large) <input type="checkbox"/> Informal Lounge (may be combined with other reservations) <input type="checkbox"/> 126 <input type="checkbox"/> 146 Moot Court (Small) <input type="checkbox"/> Other _____		
CATERING NEEDED?		
<input type="checkbox"/> No <input type="checkbox"/> Yes - Contact Sodexho-Marriott		
EQUIPMENT NEEDED:		
FOR DEAN'S OFFICE USE ONLY		
DATE RECEIVED:	ROOM AUTHORIZED BY:	DATE:
APPROVED BY ASSISTANT DEAN FOR ADMINISTRATION & STUDENT SERVICES:		DATE:
ROOM ON WEB: _____ CALENDAR ON WEB: _____		

NOTE TO REQUESTER:

- Return furniture in room to original set-up.
- Add to online calendar.
- _____

WHITE - DEAN'S OFFICE

YELLOW - CONFIRMATION COPY ONCE APPROVED