

OREGON STATE CLASSROOM USE REQUEST

Electronic Submissions Required

OFFICIAL USE ONLY

Date Submitted:

Save and Send as an email attachment to: mary.mellard@oregonstate.edu
For proper and timely consideration, this form **MUST** be submitted at least 14 days before the event date.

All Recognized Student Organization events and activities must be reported through the Student Organization Data Base (<https://apps.ideal-logic.com/osusli>) in advance of the event or travel. Reservation for classroom space will not be confirmed until the activity has been reported. For more information or for support in submitting an activity plan, contact student.orgs@oregonstate.edu.

Basic Event Information - * indicates required information in all fields		
*Name of Event:		*Anticipated Maximum Attendance:
*Nature and Purpose of Event: Check all that apply and Describe in Detail <input type="checkbox"/> Admission Charged <input type="checkbox"/> Philanthropy If yes, beneficiary: _____ Other Comments in Detail:		Begins / Ends *Event Dates _____ / _____ (mm/dd/yyyy) *Event Times _____ / _____ (24 hr clock) *Set-Up Times _____ / _____ (24 hr clock) *Day(s) of the Week: M - T - W - R - F - S - U (please circle)
Event Location: Auditorium: <input type="checkbox"/> Milam <input type="checkbox"/> Gilfillan Classrooms: Specify building & room preferred, if any:	Reservation Administrative Fee: \$50/hour of time needed to finalize reservation; ½ hour minimum	Method of Payment: <input type="checkbox"/> Check <input type="checkbox"/> Purchase Order / Request <input type="checkbox"/> Credit Card (Visa / MC / Discover) <input type="checkbox"/> OSU Index / Account Code: _____
Room Attributes needed (e.g. video cart, whiteboard, etc.):		
Event Coordinator		
*Name (Last name, First name):		Mailing Address:
*Phone Number:		Cell Phone Number:
*Email Address:		
Organizational Information		
*Sponsoring Organization [Department or Student Group (official name from Student Leadership & Involvement (no acronyms):		Group Advisor:
<input type="checkbox"/> Campus Guest <input type="checkbox"/> Campus Group	Phone Number:	
On-Site Contacts		

On-site contacts must have copies of the original submissions and approval available throughout the entirety of the event.



University Conference Services – Campus Grounds Use

Oregon State University, 100 LaSells Stewart Center, Corvallis, Oregon 97331-2212

T 541-737-7725 | F 541-737-9315 | http://oregonstate.edu/lasells/campus_use

OREGON STATE UNIVERSITY CLASSROOM USE REQUEST

Name	Cell Phone	Email
Primary on-site Contact		
1.		
2.		
3.		

Detailed Event Information

Requested Information of Anticipated Needs	<i>How will your event impact or affect the following areas. How will you provide for or resolve conflicts? Complete all information requests. If the item is "not applicable," indicate that with N/A.</i>
Type of Event:	<input type="checkbox"/> Open Events – General Public is welcome to attend. <input type="checkbox"/> Closed Events – Organization members and guests only.
AV Event Equipment: (Contact Media Services (737-2121) at least 48 hours in advance of event.)	Date equipment ordered:
Room Access: Milam 026 (Milam Auditorium) Contact Media Services at 737-2121 (Don Demello) All other Classrooms or Auditoriums – 737-3010	Indicate your contact:
Security Staffing Plan: (Who, When, Where)	
Parking Lot Impact: (Where, When, How)	
Other Information you wish to provide:	

Confirmation will be sent by email from the Conference Services Desk and the Schedule Desk at Oregon State University.

Cancellation:

1. The event's coordinator is responsible for notifying Security Services (737-3010), Media Services (737-2121), and the appropriate reservation unit [Schedule Desk (737-2181), Office of Greek Life (737-5432) or Conference Services (737-2402)] that an event has been cancelled.
2. An administrative charge will be made when the event is cancelled less than 48 hours before the scheduled event start time.

Please print and retain copies for your files:

OSU Campus Classroom Use Request form
 Official Confirmation Email Notifications

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