

# OREGON STATE UNIVERSITY CLASSROOM USE REQUEST

Electronic Submissions Required

Return form as an email attachment to: [mary.mellard@oregonstate.edu](mailto:mary.mellard@oregonstate.edu)

<b>OFFICIAL USE ONLY</b>
Date Submitted:
CRN#:

Student Organizations must report their event through the Student Organization Database at <https://apps.ideal-logic.com/osusli>. Reservations for Classroom Space are not confirmed until the activity has been entered in the database. Contact [student.orgs@oregonstate.edu](mailto:student.orgs@oregonstate.edu) for information.

## Basic Event Information

Name of Event:	Estimated attendance each day
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Description of the type and purpose of event:

<p><b>General Information about Event: Check all that apply</b></p> <p><input type="checkbox"/> Admission Charged</p> <p><input type="checkbox"/> Philanthropy If yes, beneficiary: _____</p> <p><input type="checkbox"/> Open Event – General Public is welcome to attend.</p> <p><input type="checkbox"/> Closed Event – Organization members and guests only.</p> <p><input type="checkbox"/> Non-OSU affiliated people attending.</p> <p><input type="checkbox"/> Catering / Food Service</p> <p><input type="checkbox"/> Alcohol</p> <p><input type="checkbox"/> Event has been evaluated by OSU Risk Management</p>	<p style="text-align: center;">Begins / Ends</p> <p>Event Dates _____ / _____ (mm/dd/yyyy)</p> <p>Event Times _____ / _____ (24 hr clock)</p> <p>Set-Up Times _____ / _____ (24 hr clock)</p> <p>Day(s) of the Week: M - T - W - R - F - S - U (please circle)</p>
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<p><b>Event Location:</b></p> <p>Auditorium: <input type="checkbox"/> Milam <input type="checkbox"/> Gilfillan</p> <p>GP Classrooms: (Building &amp; Rm)</p>	<p>Fees may apply. Method of payment:</p> <p><input type="checkbox"/> Check <input type="checkbox"/> Purchase Order / Request</p> <p><input type="checkbox"/> Credit Card (Visa / MC / Discover)</p> <p><input type="checkbox"/> OSU Index / Account Code: _____</p>
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<p><a href="#">LINC classroom capability and set-up</a></p> <p>LINC Rooms requested:</p> <p>100* <input type="checkbox"/> 128* <input type="checkbox"/> 200 <input type="checkbox"/> 210 <input type="checkbox"/> 228* <input type="checkbox"/> 268 <input type="checkbox"/></p> <p>302 <input type="checkbox"/> 314 <input type="checkbox"/> 303* <input type="checkbox"/> 307* <input type="checkbox"/> 368 <input type="checkbox"/> Forum <input type="checkbox"/> Lobby <input type="checkbox"/></p> <p>*Classrooms require media services training &amp; certification.</p>	<p><b>Who is attending:</b></p> <p><input type="checkbox"/> All Off-campus attendees</p> <p><input type="checkbox"/> Mixture of On- and Off-campus attendees</p> <p><input type="checkbox"/> All On-campus attendees</p>
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## Event Coordinator

Name (Last name, First name):	Phone Number:
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Email Address:

Sponsoring Organization [Department or Student Group (official name from Student Involvement):	Group Advisor:
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On-site contacts must have copies of the original submissions and approval available throughout the entirety of the event.



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<input type="checkbox"/> Campus Department	<input type="checkbox"/> Student Group	Phone Number:
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## Detailed Event Information

Requested Information of Anticipated Needs	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.
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**AV support:** (Contact Media Services (737-2121) at least 48 hours in advance of event.)

What Services are needed:

**Parking Lot Impact:** (Where, When, How)

<b>Onsite Contact:</b>	<b>Cell Phone:</b>	<b>Email:</b>
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<b>Onsite Contact:</b>	<b>Cell Phone:</b>	<b>Email:</b>
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**Other Information you wish to provide:**

**For your information:**

**BUILDING ACCESS:**

- Milam 026:** Contact Media Services at 541 737-2121 Don DeMello
- LINC:** Contact LINC Event Management Services at 541 737-2401
- All other GP Classrooms:** Public Safety at 541 737-3010

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

**Cancellation:**

Event 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.

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

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



**University Conference Services – LINC Event Management Services (LEMS)**  
 Oregon State University, 100 LaSells Stewart Center, Corvallis, Oregon 97331-2212  
 T 541-737-2401 | <http://oregonstate.edu/lasells>