

Ohio Room

*Fields in red are required

Event Date:	Group:
Event Title:	
Purpose:	
Will this event have a DJ or outside production company:	<i>If yes, write by whom in notes</i>

Room Logistics	
Reservation Start Time:	
Event Start Time:	
Event End Time:	
Reservation End Time:	
Estimated Attendance:	
Is the event catered:	<i>If yes, write by whom in notes</i>

Room Set-Up	
Empty	
Theater	(300 max)
Classroom	(168 max)
Rounds	(200 max)
Exhibits	(28 tables)
Custom	<i>If custom, please mark/draw below</i>

Visual Equipment <i>(check what is needed)</i>
Laptop <i>(if using a co-op computer):</i>
HDMI:
VGA:
Mac:

Audio Equipment <i>(check what is needed)</i>
Microphone:
Lapel:
Presenter Remote:
Podium:

Person Responsible Name:		
Email:	Phone:	

Advisor's Name:		
Email:	Phone:	

Notes:



Doors

(1) An organization that has reserved a HUB facility and does not use it or cancels the reservation will lose the privilege of using the HUB facility after the second offense. (2) The Kitchen can only be used by ARAMARK or other professional catering companies, student groups and organizations do not have permission. (3) These facilities must be reserved five working days prior to the event. Reservations are accepted Monday through Friday during business hours. (4) The HUB does not provide extension cords or markers. Glitter, open flames, and taping any signage on walls is strictly prohibited and violators will be charged for damages. (5) Please check-in with the Front Desk upon arrival. (6) For confirmation of room set-ups, contact the Front Desk at 724-357-2590 or visit the Front Desk. (7) Any event that ends after 9:00pm and has a DJ will require contracted Landmark Security. (8) All reservations are pending until receipt of an e-mail confirmation.

Office Use Only

Received On:	Confirmation Number:	Initials:
Emailed On:	Changed On:	Cancelled On:
Emailed Time:	Changed By:	Cancelled By:
Initials:	Initials:	Initials: