

Oberlin College Classroom Reservation Request

Office of the Registrar * Carnegie Building (West Wing)

8 a.m. – 4:30 p.m.

(440) -775-8450 or bookclassroom@oberlin.edu

Event Title: _____

Event Description: _____

Date of Event: _____ Day of the Week: _____

Event Start Time: _____ [] am [] pm

Event End Time: _____ [] am [] pm

Reservation Start Time: _____ [] am [] pm

Reservation End Time: _____ [] am [] pm

Room Requested: _____ 2nd Choice _____

Expected Attendance: _____

Sponsoring Organization/Department (REQUIRED): _____

Person Completing Form: _____

E-mail Address: _____

Address/OCMR: _____

Phone Number: _____

Reservation requests are processed in the order in which they are received.

You will receive an email confirmation when your reservation is processed.

Please wait to publicize your event until your space is confirmed.

Thanks for your reservation!