

Oberlin College Student Union Facility Reservation Request

Student Union Office • Wilder 111

Open Monday – Friday 8am – Noon & 1pm – 4pm

(440) 775-8106 • Student.Union@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 (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 written confirmation when your
reservation is processed.

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

Thanks for your reservation!