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!