

FACILITIES USAGE REQUEST

Date of Request:	Requester:	Address: (If Applicable)	
Name of Activity:		Phone #:	Fax #:
Day/Date(s) Needed:			Number of Attendees:
Multiple Dates:			
Time From: am or pm (circle one)	Time To: am or pm (circle one)	Room Preference:	
Setup Request:			
Requester Signature:		Date:	
Dept. Head Signature:		Date:	
Scheduling Office Signature:		Date:	
<p>For Catering/Food Service needs: Try Roberta's Catering, conveniently located in The Campus Center. Roberta's gives back 10% of all proceeds to the OUZ/ZSC student fund! They can be reached at 740-502-5382 or 740-588-1389.</p>			
<p>For AV equipment: Notify Zane State's Help Desk at ext. 1327, or Ohio University's Help Desk at ext. 1526. Call Facilities Management with questions or concerns at 740-588-1393.</p>			
<p>Facilities Management Use Only</p> <p>Notes:</p>			
BK _____ FW _____ INV _____ KM _____ WO _____			