Reservations and a completed application are required three (3) weeks (when possible) before an event to use space on campus. “Space” includes classrooms, hallways, lobby areas and outdoor spaces. Use this form for all internal events on campus. Please return the completed form to Abbi Sennett in One Stop; the responsible party will receive an approved copy. It is the responsibility of the reserving party to attend to all pre-set-up arrangements.

Today's Date: ____________________

UC Blue Ash Dept.: ____________________

Name of Event: ____________________

Organization/Sponsor: ____________________

Contact: ____________________

Contact Phone: (Office) ____________________

Contact Fax: ____________________

Phone for Inquiries about Event: ____________________

Usage Purpose: ____________________

Intended Audience: ____________________

<table>
<thead>
<tr>
<th>Day of the Week</th>
<th>Date(s)</th>
<th>Start Time</th>
<th>End Time</th>
<th>Event Hours</th>
<th>Building and Room #’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.e. Monday</td>
<td>i.e. 11/11/11</td>
<td>When Setup Begins</td>
<td>When Cleanup Begins</td>
<td>i.e. 1-3 p.m.</td>
<td>Please: List ALL SPACE you will use! i.e. M170, S100</td>
</tr>
</tbody>
</table>

Setup Needs: ____________________

Number of Attendees: ____________________

Sample Layout Drawing

Set-up needs/details:

Facilities use only:

- [ ] Clean up before event
  - Completed by: ____________________
  - Date: ________________

- [ ] Clean up after event
  - Completed by: ____________________
  - Date: ________________

You may print this completed form, sign it, and send it to Abbi Sennett in One Stop via campus mail. Thanks!

Office Use: Space Usage has been confirmed at Blue Ash College: Date: ____________________

Signature: ____________________

Is there a fee for the event? : Yes [ ] No [ ]

Responsible Party: ____________________

Is the event open to the public?: Yes [ ] No [ ]

Signature: ____________________

Initial to confirm by E-mail: ____________________