



OHIO
UNIVERSITY

**The Gladys W. & David H. Patton
College of Education and Human Services**

Request for use of the McCracken Hall Lobby

Name of Organization: _____

Contact information: Your Name: _____

Email: _____

Phone: _____

Date(s) and times requested: _____

Purpose/Goals (state why you wish to use the lobby):

Are you giving anything away? If so, explain briefly:

Are you fundraising? If so, explain briefly:

Two tables are available from Student Affairs; would you like to borrow them? Y or N

Would you like to advertise your event on E-News? If yes, please fill in the following:

Stop by the McCracken lobby on _____ for _____
(Date) (Activity and/or Brief Description)

sponsored by _____
(Name of Group/Organization)

You may also email information related to your group's activity to Ms. Jennifer Warner.

Return to: Jennifer Warner, Student Affairs, 124 McCracken Hall, Athens OH 45701, warnerj2@ohio.edu

(Please turn this completed form preferably one week prior to your event. If another event conflicts with your request, Ms. Warner will notify you.)