

How do I reserve a room for my student club or organization?

Student Clubs & Organizations will need to submit an event request through [OrgExpress](#) for approval. After the event has been approved by Student Affairs the request will be forwarded on to the appropriate department for room assignment(s). After a room has been assigned the contact person listed on the request form will receive a confirmation email from events@owens.edu.

If you are not familiar with [OrgExpress](#) or have any questions regarding this process please contact Jennifer Togrul or Student Affairs @ 567-661-7720.

Article ID: 307

Last updated: 30 Oct, 2019

Revision: 5

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<https://www2.owens.edu/faq/entry/307/>