

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

You can find a copy of the room reservation form in the Student Club & Organizations hand book. This form will need to be completed and turned in to Student Activities for approval. After the form has been approved by Student Activities, a room will be assigned based on the information provided. After a room has been reserved, you will receive a confirmation email from events.

Please contact Nicole Buccalo for further questions regarding Student Club and Organizations room requests at 567-661-7583.

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Article ID: 307

Last updated: 28 May, 2013

Revision: 1

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