

Completed: EVENT REQUEST – Approved & Confirmed

Islam.27

Please note the space you requested via the online request form has been reserved, processed, and approved for your use. Please see included screen captures for details. This email is to serve as your formal confirmation.

Requesting Entity:

CFAES

Event Name:

OSU LEAP Workshop

Space(s) Requested:

AA0043

Date(s) Requested:

9/9/2019, 9/12/2019, 9/14/2019

With regards,

Sarah Brower

--- for Dr. R. Warren Flood

ref EVENT ID: 000 409 048

Your event has been scheduled by the Office for Teaching, Learning, and Assessment in the College of Food, Agricultural, and Environmental Sciences with the approval of The Ohio State University Office of Scheduling. **Please review event details in the included screen captures and contact us with any questions or concerns.**

Please send communication to CFAES Events Scheduling Coordinator at CFAES_spacerequest@osu.edu

Please call Service2Facilities at 292-HELP (4357) in the unlikely event of an accessibility issue on the date of your event.

Be prepared to present this official confirmation during your event.

Event ID: 000409048 OSU Workshop *Status: Approved 200033003

Meeting Detail

*Event Meeting: 1 Primary Meeting

*Description: OSU LEAP Workshop

Short Description: CFAES *Campus Meeting Type: Meeting M Tu W Th F Sa Su

Meeting Date: 09/09/2019 Meeting End Date: 09/14/2019

Meeting Start Time: 6:00PM End Time: 11:00PM Contact Minutes: 300

Expected Attendance: Maximum Attendance: Nbr of Attendees: 0

Facility ID: AA0043 Agriculture Admin Bldg 043 Room Capacity:

Comment: Requested by: Khandakar Islam.27 for CFAES
Expected Attendance = 75
Food/Beverages Present? = Yes
Reservation Hold Placed on: 20190703 by SB
Acknowledgement Sent on: 20190703 by SB
Acknowledgement Returned on: 20190703
Reservation Approved in system on: 20190708 by SB
event ID#: 000 409 048

IMPORTANT REMINDER:

The university Registrar's In the interest of maintaining a comfortable learning environment, bringing food or drink into **general assignment** classroom spaces, as well as removing furniture from them, is prohibited.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

BUILDING ACCESS

In the unlikely event of an accessibility issue, please contact Service2Facilities at 292.4357.

If your event is scheduled for very early in the morning, late in the evening, on the weekend, or during a break, you should check with Service2Facilities one to two weeks prior to your event to make certain the building and room are scheduled to be unlocked for your use.

Remember to bring a hard copy of this confirmation notice so if you need Service2Facilities' assistance, you will have proof the room has been assigned for your use and have the "Event ID #" to reference.

PARKING

Caution: Parking may be an issue if your event(s) occur during a scheduled event at the Schottenstein Center!!

During home games and other events at the Schottenstein Center the parking lots West of the Olentangy River are designated "pay lots." The lots around the Agricultural Administration Building are prime parking locations for these events and spaces fill up very quickly. Please be aware this may impact your participants.

View Schottenstein Center's Schedule at: <http://www.schottensteincenter.com>

