



BAKER UNIVERSITY CENTER  
 Ohio University  
 One Park Place  
 Athens OH 45701  
 740/593-4021 / 740/593-0223 (fax)

## Confirmation

<b>Customer</b>	<b>Reservation:</b> 54545
T.J. Atim	Event Name: Delta Upsilon
Delta Upsilon International Fraternity	Status: Confirmed
1 Park Place 355 Baker Center	Phone: 937.524.1690
Athens , OH 45701	Event Type: Table
	Oracle Account #: 080-8000-50010-UA5007960
	Event Coordinator: Conor Hogan

<b>Bookings / Details</b>	<b>Quantity</b>	<b>Price</b>	<b>Amount</b>
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*The staff of Ohio University Event Services would like to thank you for using Margaret M. Walter Hall. Please do not hesitate to contact our Reservations staff with questions about your upcoming meeting or special event. We ask that you take the time to carefully read and review the confirmation below and let us know if any changes need to be made.*

*Please note that the confirmation below does not include all related charges for your event. Please meet with our event planning staff for event estimates and details.*

### **Friday, April 23, 2010**

**1:00 PM - 3:00 PM Delta Upsilon (Confirmed) BUC Lobby Table 1-3**

Table for 2

### **Monday, April 26, 2010**

**1:00 PM - 3:00 PM Delta Upsilon (Confirmed) BUC Lobby Table 1-4**

Table for 2

### **Wednesday, April 28, 2010**

**12:00 PM - 2:00 PM Delta Upsilon (Confirmed) Out Sp Baker Table 4-3**

Table for 2

### **Friday, April 30, 2010**

**1:00 PM - 3:00 PM Delta Upsilon (Confirmed) BUC Lobby Table 1-1**

Table for 2

Subtotal	
Grand Total	0.00

#### EVENT SUPPORT

Please contact our office at least 2 weeks prior to your event so we can help ensure the success of your meeting or event. All setups for the conference rooms and the Rotunda will be handled by the university movers and those charges will be assessed to your final bill. For cost estimates, please contact our office Monday through Friday, 8 a.m. - 5 p.m. at 740-593-4021 .

#### TECHNOLOGY

A/V capability is provided in most conference rooms and event spaces within Margaret M. Walter Hall. Please let our reservations staff know of all the a/v requirements you will be using during your meeting or special event to ensure your event will be set-up correctly.

The Office of Event Services does not provide computers for any space. Guests must bring their own laptop if a computer is required for a meeting or special event. Please see our web site for room specific a/v capabilities,

**Bookings / Details****Quantity****Price****Amount**

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[www.ohio.edu/center](http://www.ohio.edu/center)

Wireless access for Groups, Conferences & Seminars: Please contact the Service Desk at 740-593-1222 if you need to create a group of wireless guest accounts.

**PARKING**

Limited parking is available and not guaranteed for meetings and special events in Margaret M. Walter Hall. All University lots require a parking permit during posted, restricted times. Please see the parking services web site for specific parking restrictions, [http://www.facilities.ohiou.edu/parking/other\\_permits.htm](http://www.facilities.ohiou.edu/parking/other_permits.htm)

For specific parking arrangements for your event (i.e. reserving a lot or metered spaces) please contact Parking Services at 740-597-3170.

**FOOD & BEVERAGE**

All food and beverage served in Margaret M. Walter Hall must be provided by Ohio University Catering unless you have obtained special approval and an exemption form from Ohio University Catering and Environmental Health and Safety. Catering and other food requests must be submitted to Ohio University Catering, Room 125, 593-4035, no later than one (1) week prior to your event. Please see the following web sites for the appropriate forms,  
<http://www.ohio.edu/catering/>  
[http://www.facilities.ohiou.edu/food/extsrvs\\_formsandpolicies.htm](http://www.facilities.ohiou.edu/food/extsrvs_formsandpolicies.htm)  
<http://www.ohiou.edu/ehs/general/forms.htm>

Margaret M. Walter Hall users agree to abide by all Ohio University policies, as well as federal and state laws. The office of Event Services is open Monday through Friday, 8 a.m. - 5 p.m. If you have any questions, please call 740-593-4021.