

The Schiermeier Olentangy River Wetland Research Park (ORWRP)
Heffner Wetland Research and Education Building
Room Reservation Policy and Request Form for Teaching Activities

Reservation requests must be made at least 30 days prior to university room scheduling deadline for each semester. Please email (water@osu.edu) or fax (614-292-9773) the completed form by the specified deadline.

USE CONDITIONS

Approved participants will be contacted by ORWRP staff to discuss individual class details and appropriate information relative to the use of the facilities will be provided at that time. If furniture is moved, please return to the position you found it in. Users are responsible for any and all damages to the meeting space, equipment and contents occurring during the user's occupation. *Violation of any of the guidelines provided will result in the forfeiture of any uses of the facility by the using group.*

Rooms and Facilities available for class use:

- Classroom (maximum group size is 65 with no tables)
 - o AV equipment (computer, projector, screen)
 - o Individual desks
- Meeting room (Maximum group size is 25)
 - o AV equipment (projector, screen, computer must be supplied by user)
 - o Large meeting table with chairs
 - o Conference phone
- Teaching Laboratory (maximum group size is 20-25)
 - o Four laboratory benches
 - o Desktop Computer
 - o Equipment usage is approved on a case by case basis
- Constructed, experimental wetlands
 - o Two experimental wetlands with elevated boardwalks for observation and sampling.

**The Schiermeier Olentangy River Wetland Research Park (ORWRP)
Heffner Wetland Research and Education Building
Teaching Request Form/Application**

Department and Course Number: _____

Course Description: _____

Name of Instructor: _____

Instructor Email Address: _____ Telephone _____ / _____

Semester of Course Offering: _____

Course Days and Times: _____

Expected Enrollment: _____

Rooms or Facilities Requested (Check all that apply):

____ Classroom (maximum group size is 65 in tablet arm chairs)

____ Meeting room (maximum group size is 25)

____ AV Equipment Specify _____ (No Charge)

____ Experimental Wetlands

____ Other special class needs, please specify _____

I (We) have read the Facility Use Guidelines and accept the responsibility for this property while I (We) am (are) using it. I (We) further indemnify and save and hold harmless The Ohio State University and the Ohio Department of Natural Resources, their officers, agents and employees, from and against any and all loss, liability, damages, cost, and expense, including but not limited to reasonable attorney's fees, for injury, death, loss or damage of whatever nature to any person or property resulting from tortuous acts or omissions by the user in connection with the use of the premises. In the event that any action or proceeding is instituted against The Ohio State University and/or the Ohio Department of Natural Resources by any reason of any such claim or event, the user shall resist and defend such action or proceeding at the user's sole cost and expense, or cause it to be resisted and defended by an insurer.

For the user:

Authorized Signature Date

Print Name and Title

For questions concerning the area, contact the Schiermeier Olentangy River Wetlands Research Park Office at (614) 292-9774 or email at water@osu.edu

Return this application and to:

Schiermeier Olentangy River Wetlands Research Park
Heffner Wetland Research and Education Building
352 West Dodridge Road
Columbus, OH 43210
Fax (614)292-9773
Email: water@osu.edu

Office Only

Date Rec'd

WAC Approval

SENR Copy

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