



Department of Administrative Services
 General Services Division
Walnut Willow Reservation Form
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Required Information

NAME	PHONE	DATE
State Agency or Organization	EMAIL	
MEETING DATE (s)	TIME	
HOW MANY GUESTS	MEETING TITLE	

Room Setup

We ask that you respect the maximum capacity as we are working within the guidelines set by the **Fire Marshall**.

[CLICK HERE](#) Please view the room-setup options

Walnut Willow **These rooms are scheduled as one (maximum capacity 206).**

Theatre Style: you are able to set up 206 chairs	Classroom: up to 90 people
Team Training: up to 80 people	Training: up to 70 people
*Other - (Must provide drawing)	Boardroom: up to 55 people

*Please scan and email your drawing with your RSVP form

Walnut or Willow **These rooms are scheduled individually (maximum capacity 103).**

Theatre Style: you are able to set up 103 chairs	Classroom: up to 40 people
Team Training: up to 40 people	Training: up to 38 people
*Other - (Must provide drawing)	Boardroom: up to 35 people

*Please scan and email your drawing with your RSVP form

Equipment needed

Ceiling Projector	Computer/Internet	Microphone
Conference Call	TV/VCR	Other _____

Food

Will this meeting be catered? YES NO

Please discard all garbage to a trash bag/trash can before leaving the area. Thank you.

[CLICK HERE](#) Please read the DAS Conference Room Guidelines

Office use only: Meeting confirmed by: _____ Date: _____