



General Services Division
Walnut Willow Conference Center
Reservation Form

Please email the reservation form to
dasfacilitiesmgnt@das.ohio.gov
Phone: (614) 752-8381

Required Information:

NAME: PHONE: DATE:
STATE AGENCY: EMAIL:
Beginning Ending
MEETING DATE(S): TIME:
NUMBER OF ATTENDEES: EVENT TITLE:

Room and Setup:

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

To view the room-setup options, CLICK HERE.

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

- Theatre Style: you can set up 206 chairs
Team Training: up to 80 people
Other (Must include special setup drawings in reservation email with this form)
Classroom: up to 90 people
Training: up to 70 people
Boardroom: up to 55 people

Walnut OR Willow - These rooms are scheduled individually (maximum capacity 103 each).

- Theatre Style: you can set up 103 chairs
Team Training: up to 40 people
Other (Must include special setup drawings in reservation email with this form)
Classroom: up to 40 people
Training: up to 38 people
Boardroom: up to 35 people

Equipment needed:

- Ceiling Projector*
Microphone*
Computer/Internet
TV/VCR
Conference Call Station*

*Microphones, projector remotes, and conference call station must be signed out at the Security desk. Meeting organizers may pick up equipment up to 30 minutes prior to the event start time.

All equipment must be returned at the end of each day.

Please CLICK HERE to read the DAS Conference Room Guidelines.