



OHIO
UNIVERSITY
Division of Student Affairs

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To: Ohio University Faculty, Staff and Students
From: Sujit Chemburkar, Executive Director, Baker University Center and University Events
Re: Baker University Center Reservations
Date: December 22, 2008

I am writing to update you on important changes that have been made in Baker University Center to improve our customer service and operations.

Starting January 1, 2009, we will be asking that all reservations made in Baker University Center have an accompanying Oracle account number or Purchasing Card number. Our process will work similar to Facilities Management in that a reservation cannot be placed in our system without an account number. Please note that the account number or Purchasing Card will not be charged unless there is a failure to cancel the room within the appropriate time frame, the event requires additional charges for staffing or labor or there is damage to the room. Our expectation is that for most meetings taking place in our conference rooms no charges will be assessed. Please be aware that a cancellation fee will be assessed if reservations in meeting rooms are not cancelled at least 3 business days in advance and 10 business days in advance for special event spaces (i.e.: Ballroom, Theatre and Multi-Purpose Room). Over the last two quarters, there were 104 late cancels and no shows for confirmed reservations that prevented other departments and student organizations from using those rooms in the center.

I would appreciate you sharing this information with faculty, staff, and event planners in your department.

On behalf of all the staff, we look forward to working together to accommodate your future meeting and event needs in Baker University Center.

Best regards,

Sujit Chemburkar
Executive Director, Baker University Center and University Events