How Do I Make a Reservation?

Reservations are made by calling the Sales & Marketing Office at 419.289.5915. You may also E-mail at jmisel@ashland.edu, however, reservations are not confirmed until speaking with the Sales & Marketing office.

How can I find you online?

www.ashland.edu/catering, download our menu and brochure, view our facilities and get more information.

Room Charges

There is no room charge with an accompanying food order. Prices for events with no food will be determined through the Sales & Marketing office.

Are Deposits Required?

For non-University groups, 50 percent of the total of the event is required in advance.

Other Charges

• A 12 percent service charge and 6.75 percent sales tax will be added to the food and beverage sales for events held at the John C. Myers Convocation and Redwood Hall.
• There will be a linen charge, price dependent on usage.
• Additional hours (over 5) $250 an hour (Must be arranged in advance through the sales and marketing office.)
• Cut & serve cake $150
• Security for events with alcohol $400

Cancellations and Guarantees

Ashland University requires a seven-day, in advance guarantee. If the event cancels within one week of the event date, you will be invoiced for 100 percent of the cost of the event.
Ashland University is a private institution that blends liberal arts and sciences with professional curricula in its undergraduate study and offers graduate programs in business, education, history and theology.

The 120-acre campus is home to 2,100 full-time undergraduate students, while Ashland’s total enrollment, including graduate programs and off-campus program centers, is approximately 6,500.

Ashland University believes in its philosophy of “Accent on the Individual” and the school's class size combined with its caring and dedicated faculty are important factors in the University’s reputation of academic excellence.

The University is located in Ashland, Ohio (population 20,000), midway between Cleveland and Columbus. The campus is easily accessible, only four miles west of Interstate 71. This north central Ohio location offers many recreational opportunities at nearby Mohican State Park and the surrounding resort areas.

Ashland University has focused on using quality products and preparing them in a professional and creative way. In doing so we purchase from local and regional producers as much as possible. We are proud to serve and promote the variety and quality of Ohio produce, meat, cheeses and grains.

Ashland University offers the peacefulness and security of a small town and a friendly atmosphere where your conference needs are important.

DIRECTIONS

GPS Address:
Convocation Center, 638 Jefferson Street, Ashland, Ohio 44805
Redwood Hall, 1005 King Road, Ashland, Ohio 44805

Coming from the north or south on I-71
Take Exit #186, Route 250, Ashland. Turn left on Route 250. Do not take the Route 250 Bypass. At the eighth traffic light, turn left on Claremont Avenue. Proceed through the second traffic light and turn right onto Jefferson Street. Turn right into parking lot E, the J. C. Myers Convocation Center is straight across the parking lot.

Coming from the Ohio Turnpike
Take Gate 7, Route 250 and travel south on Route 250 (east) approximately 37 miles to Ashland. Do not take the Route 250 Bypass, continue straight into Ashland. This will be Cottage Street. As you approach the third traffic light, be sure to stay in the center lane. When you cross Main Street you will now be on Claremont Avenue. Proceed through the second traffic light and turn right onto Jefferson Street. Turn right the parking lot E. The J. C. Myers Convocation Center is straight across the parking lot.

Coming from the west on Route 30
Take Route 30 east to Route 42 north to Ashland. Exit at Claremont Avenue. Continue on Claremont Avenue, then turn left onto Jefferson Street. Turn right into parking lot E. The J. C. Myers Convocation Center is straight across the parking lot.

Coming from the east on Route 30 or Route 250
When Routes 30 and 250 split, take 250 West to Ashland. Do not take the Route 250 Bypass. At the eighth traffic light, turn left on Claremont Avenue. Proceed through the second traffic light and turn right onto Jefferson Street. Turn right into parking lot E, the J. C. Myers Convocation Center is straight across the parking lot.
Ashland University has recently completed a technology and sound upgrade to the Convocation Center. We offer built-in HD projection system in our rooms with video and data inputs, portable LCD projectors and all rooms have overhead speakers and feature built-in audio systems. Both wireless hand-held and lavaliere microphones are available, as well as, wireless remotes. If your group needs internet access, please inform us when arrangements are being made so a temporary password may be issued in advance.

If your group requires an AV Technician the cost is $25 per hour

Other University Services

- EagleEye Photography
  www.ashland.edu/eagleeyephoto

- Printing & Imaging Solutions
  www.ashland.edu/printing-imaging-solutions

- Campus Store
  Specialty printed items
  Custom apparel
  Shipping solutions
  www.ashlandbookstore.com