



HARRY RANSOM
CENTER

THE UNIVERSITY OF TEXAS AT AUSTIN



SEMINAR ROOM APPLICATION FORM

To ensure your reservation, you must complete and return this form. Please read the guidelines (www.hrc.utexas.edu/research/forms) governing the use of Ransom Center seminar rooms and materials. Your signature (or facsimile) indicates your willingness to comply with these requirements.

Name: _____ hone: _____

Email: _____

Course and Title: _____

Total Number of Persons Expected (including instructors and TAs): _____

Is this course primarily: graduate/adult or undergraduate

Individual Class Reservation:

Day & Date: _____ Time: from _____ to _____

Alternate Date: _____ Time: from _____ to _____

Semester-Long Reservation:

Days: M T W TH F Time: from _____ to _____

Date of First Class: _____ Date of LastClass: _____

Request for Staff Assistance: _____

Clone the requests from a previous class: Class AEON number*: _____

**Your previous Class AEON numbers may be found in your research account under the men item "Classes/Events"*

Materials: To reserve materials for your class, requests must be submitted at least **one week** prior to the class meeting. **Limit: 15 items.** Materials will be placed in the exhibit cases at the discretion of the curators.

SIGN HERE: _____ **DATE:** _____

*Return completed application to Kathryn at Reception Desk: kmillan@austin.utexas.edu
HRC 2.200 (F1905), 471-9119, fax 471-2899*

Ransom Center Use Only

Date Request Received: _____ Room Reserved: _____

PAPER	_____	CONFIRMATION	_____
AEON	_____	COPIES	_____
GOOGLE	_____		
EVENT	_____		