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 indicates your willingness to comply with these requirements.

Name: __________________ Phone: ____________________________
E-mail: ___________________________________________________

Number of People Expected (including instructor): ______________________
Course Number and Title: __________________________________________
Is this course primarily graduate/adult ☐ or undergraduate ☐

Individual Class Reservation:

Date: _________________________ Time: ____________________________

Semester-Long Reservation:

Days: M T W TH F Time of Class(es): From: __________ To: __________
Date of First Class: _________________ Date of Last Class: ________________

Request For Staff Assistance: ____________________________________________
Please contact this person directly: www.hrc.utexas.edu/research/contact/

☐ This is a signature course. www.hrc.utexas.edu/educator/signature/
☐ I wish to clone the requests I made for a previous class. Class ID number*: ______
*Your previous Class ID numbers may be found in your research account under the menu 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.

SIGNATURE: ______________________ DATE: ______________________

Return signed application to Receptionist at HRC 2.200 (F1905), 471-9119, fax 471-2899

For Ransom Center Use Only

Date Request Received: ________________ Room Reserved: ________________

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