



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 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 T H 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: _____