



HARRY RANSOM
CENTER

THE UNIVERSITY OF TEXAS AT AUSTIN

APPLICATION FOR USE OF SEMINAR ROOMS

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: _____

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: _____

07/2010