



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](http://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](mailto: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	_____		