

# Room Reservation Form

Room Requested		
Option 1: (building and room number)	Option 2: (building and room number)	
Contact Information		
Name and EID:	Title:	
Department:		
Contact Number:	Email:	
Meeting / Event Information		
Title of Event:		
Event Description ( <i>Include Faculty Sponsor, required for student groups</i> ):		
Start Date:	End Date:	Recurring Reservation? (1yr) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> S M T W Th F S
Start Time (include setup):	End Time (include cleanup):	Attendee Count: <i>(Cleaning Disclaimer*)</i>

Food Information		
Food Served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Caterer? (Optional)	Account # for cleaning: <i>(Cleaning Disclaimer*)</i>
Description of Meal:		

**Cleaning Disclaimer\*:** If food and refreshments are served or expected attendance is 50 or more, an account number for cleanup is required.

After Hours & Weekend
The exterior doors to the seminar room can be accessed via (UT EID) outside of normal business hours (8am–6pm). If you need to sign out a key for after-hours events please contact the building manager at least 24hrs prior to your event.
Equipment Checkout
If you need equipment for your event (laser pointer, microphone, VGA cable, etc.), please contact <a href="mailto:molecular_biosciences@austin.utexas.edu">molecular_biosciences@austin.utexas.edu</a> .

**For Office Use Only**  
**Reservation Request Received on (mm/dd/yyyy)**