

Room Reservation Form

Room Requested		
Option 1:	Option 2:	
Contact Information		
Name:	Title:	
Department:		
Contact Number:	Email:	
Event Information		
Title of Event:		
Event Description (<i>Include Faculty Sponsor</i>):		
Start Date:	End Date:	Reoccurring 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:	End Time:	Attendees Count:

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

*Cleaning Disclaimer**: If food and refreshments are served, 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 molecular_biosciences@austin.utexas.edu .