JOHN HAY LIBRARY
ROOM RESERVATION REQUEST (Classes)

Course Number and Name: _________________________________________________

Instructor: _______________________________________________________________

Box: _______  Phone: _____________  Email: _________________________________

Class Meeting Date(s): _____________________________________________________

Class Meeting Time(s): ____________________________________________________

Number of Students: ________________

♦ The library is open Monday through Friday from 9:00 am to 5:00 pm.
♦ The Bruhn Room is a seminar room holding a maximum of 14. (Antique chairs on
  the perimeter of the room may not be used for seating.) The Lownes Room seats 24
  in a seminar arrangement around four large tables; there are additional chairs
  available.
♦ The Bruhn and Lownes Rooms must be locked at all times when unoccupied. Reader
  Services staff will unlock the room when the instructor arrives; the instructor is
  responsible for seeing that the door is locked at the end of class and during any breaks
  during class.
♦ Smoking, eating and drinking are strictly prohibited in all areas of the library. The
  instructor is responsible for monitoring students’ compliance.
♦ Special equipment must be ordered by and paid for by the instructor’s department.
♦ Please inform Reader Services (x3723) if a class will not meet for its scheduled time.
♦ It may be necessary to page material from the Bruhn or Lownes Rooms during a class
  session. Paging will be done as discreetly as possible, but access to the collections
  housed in these rooms will not be automatically denied because a class is in session.
♦ Classes granted permission to meet for an entire semester may have to relocate on
  occasion should a conflict with a library function arise.
♦ John Hay Staff will be happy to assist in making special collections material available
  for classes through course reserves, tours, or classroom presentations.

Request Granted by: ________________________  Date: _________