

# REQUEST TO RESERVE SINCLAIR VIEWING ROOM 4

Sinclair Viewing Room 4 is available to anyone affiliated with the University of Hawai'i at Mānoa during regular library hours for instructional purposes only.

You may reserve the Viewing Room for a class (7 – 40 persons) only if Wong Audiovisual media is used.

Forms that are not filled out completely will result in a delay in processing your request.

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Department: \_\_\_\_\_ Course: \_\_\_\_\_ Phone no. \_\_\_\_\_

Date and Time Needed: \_\_\_\_\_

Media being used (Call No.): \_\_\_\_\_