

UTSA Space Contact Directory

We recommend confirming space through the appropriate event scheduling office before inviting guest speakers or advertising events. All University phone numbers start with 210-458-xxxx. For help with this process, contact Events Management & Conference Services (EMCS) at EMCSevents@utsa.edu.

Location	Scheduling Office	Scheduling Office Contact	How to Request Space	Scheduling in 25Live	Rowdylink Reviewer
Academic Classrooms for faculty/classes only (Main/DT)	Registrar's Office	Don Swinson, Flor Hernandez	Faculty scheduling process for classrooms	Yes	No – not necessary
Academic Classrooms for Meetings and Events (Main/DT)	EMCS/Registrar's Office	EMCS x4155	utsa.edu/events (EMCS inputs, Classroom Scheduling approves)	Yes	Yes
Art Gallery	COLFA	Vikky Jones x4391	Vikky Jones x4391	No	No
Arts Recital Hall, Rehearsal studios**	Music Department	Cindy Solis x5685	utsa.edu/events	Yes	No
Athletic Fields/Convocation Center/Park West*/**	Athletics	Patrick Grant x4183 Drew Altavilla x8574	utsa.edu/events	Yes	Yes
BB Board Room, University Room	EMCS	EMCS x4155	utsa.edu/events	Yes	Yes
BB Liu Auditorium	EMCS/Registrar's Office	EMCS x4155	utsa.edu/events	Yes	Yes
BSB Loeffler Room and other BSB spaces	Biology Department	Cynthia Lopez x4511, Gregory White x7492	utsa.edu/events	Yes	No
BSE Atrium, Kleberg Commons	College of Science	Michelle Phillips x4449	utsa.edu/events	Yes	No
BSE Multi-Purpose Room, Dean conference rooms	College of Engineering	Leslie Sanchez x4490, Jill Larson x5526	utsa.edu/events	Yes	No
Buena Vista Theater (DT)*	Academic Affairs	Jerod Jerry x3286, David Blazer x5119	External Requests: Call 458-3288 (Scheduler inputting into Rowdylink for requestors); Internal Requests: utsa.edu/events	Yes	Yes
Center for Professional Excellence (BB)	College of Business	Joanne P. Wright x4940	Joanne P. Wright x4940	No	No
COLFA Conference Rooms	COLFA	Alicia Mahoney	SPACE SCHEDULER UNKNOWN	No	No
FS 4.450A	Governmental Relations	Tammy Ramos x5102	Tammy Ramos x5102	No	Yes
GSR 2.106	VP for Research	Roseanne Hurst x6302 Suzette Vallejo x6963	UNSURE OF SPACE SCHEDULER – SPACE REALLOCATED TO NEW DEPARTMENT	No	No
GSR 2.204B, VPIE conference room	Institutional Intelligence	Linda Starnes x5242 Lisa Johnston x4965	UNSURE OF SPACE SCHEDULER – SPACE REALLOCATED TO NEW DEPARTMENT	No	No

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Housing - UTSA (Chaparral Village, Laurel Village, Alvarez Hall)	Residential Life	Joe Uter x6200	utsa.edu/rowdylink	No	Yes
Housing – CLV (Chisholm Hall & University Oaks)	Campus Living Villages	210-697-4400 (CH), 210-877-4000 (UO)	https://www.mystudentvillage.com/us/university-oaks/short-stays-at-utsa/	No	No
Institute of Texan Cultures*	Institute of Texan Cultures	Rebecca Newman x2275	utsa.edu/events	Yes	Yes
JPL Assembly Room/Faculty Center (not available for student use)	Faculty Center	Denise Villarreal x4618	utsa.edu/events	Yes	Yes
JPL Library Computer Labs, Study Rooms	Libraries	Adam Zaby x7503, Bruce Orcutt x6192	https://lib.utsa.edu/services/get-a-study-room/	No	No
MB 0.104 & MB 0.106 (auditoriums), Foyers/Lobbies	EMCS/Registrar's Office	EMCS x4155	utsa.edu/events	Yes	Yes
MB Regents Room	President's Office	Travis Brown x4101	Travis Brown x4101	No	No
MH Galleria	EMCS	EMCS x4155	utsa.edu/events	Yes	Yes
NPB 1.226.1 (computer lab); NPB 118 (computer lab); NPB 108A-31; NPB 304-6; NPB 140-30	Computer Science	Pik Rodriguez x4434	Pik Rodriguez x4434	No	No
NPB 1.412 FA Training Room	Financial Affairs	Debra Villaneuva x4210	Debra Villaneuva x4210	No	No
NPB Training Rooms	Human Resources	Jennifer Gamez x4947	Jennifer Gamez x4947 (Scheduler inputting into 25Live for requestors)	Yes	No
Parking Areas	Campus Services	Danielle Williams x7275 Vinnie Genco x8129	utsa.edu/rowdylink (not using 25Live to schedule – event manager inputs from Rowdylink request)	No	Yes
Recreation & Wellness Center*, Intramural Fields*	Campus Recreation	Rob Ramon x6464	utsa.edu/events	Yes	Yes
Outdoor space: (Sombrilla, Central Plaza, West Mall, East Mall, Paseo)	EMCS	EMCS x4155	utsa.edu/events	Yes	Yes
Student Union (H-E-B)* (Main/DT)	EMCS	EMCS x4155	utsa.edu/events	Yes	Yes

* Special Use Facility

** Academic Technology not available. Must use outside vendor.

Space contacts not using www.utsa.edu/events indicates area is not using the UTSA scheduling software to book controlled space.

Highlighted Items indicate space locations and departments have changed recently or staffing has changed. Space controllers and schedulers unknown.

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