How to check space availability on the UTSA Calendar
For UTSA students, faculty & staff

1. Click on the UTSA Events Calendar at http://utsa.edu/calendar/plan.cfm

2. Select space size and date.
3. Space availability is shown in grid.

The orange boxes indicate space is in use. The white boxes indicate space is available at the time of the search.

4. Request a space.

Click: REQUEST A SPACE
5. Complete the online request form.

Events Management & Conference Services is the one-stop event planning office for the UTSA Main Campus. The event offices at each campus can direct you through a one-stop process for events on that campus:

- **Main Campus:** EMCSevents@utsa.edu, 210.458.4155
- **Downtown Campus:** DTEvents@utsa.edu, 210.458.2700
- **The Institute of Texan Cultures:** ITCSpecialEvents@utsa.edu, 210.458.2275

Please be aware of the following:

- Availability may be subject to change
- Academic spaces require final approval from the University Registrar and may not be approved in a given semester until after Census Date.
- All reservation requests are processed on a first come, first serve basis.
- For spaces requiring large setup (100+), please beware available times may not reflect extra setup time by facilities staff.