

# 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](mailto: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                | <a href="#">Don Swinson, Flor Hernandez</a>                                 | Faculty scheduling process for classrooms                                                          | Yes                  | No – not necessary |
| Academic Classrooms for Meetings and Events (Main)     | EMCS/Registrar's Office           | <a href="#">EMCS</a> x4155                                                  | <a href="https://utsa.edu/events">utsa.edu/events</a> (EMCS inputs, Classroom Scheduling approves) | Yes                  | Yes                |
| Art Gallery ART 2.03.04                                | COLFA                             | <a href="#">Scott Sherer</a> x4402                                          | <a href="https://utsa.edu/events">utsa.edu/events</a>                                              | Yes                  | Yes                |
| Arts Recital Hall, Rehearsal studios**                 | Music Department                  | <a href="#">Cindy Solis</a> x5685                                           | <a href="https://utsa.edu/events">utsa.edu/events</a>                                              | Yes                  | Yes                |
| Athletic Fields/Convocation Center/Park West*/**       | Athletics                         | <a href="#">Patrick Grant</a> x4183<br><a href="#">Evan Stein</a> x4311     | <a href="https://utsa.edu/events">utsa.edu/events</a>                                              | Yes                  | Yes                |
| BB Board Room, University Room                         | EMCS                              | <a href="#">EMCS</a> x4155                                                  | <a href="https://utsa.edu/events">utsa.edu/events</a>                                              | Yes                  | Yes                |
| BB Liu Auditorium                                      | EMCS/Registrar's Office           | <a href="#">EMCS</a> x4155                                                  | <a href="https://utsa.edu/events">utsa.edu/events</a>                                              | Yes                  | Yes                |
| BSB Loeffler Room and other BSB spaces                 | Biology Department                | <a href="#">Gregory White</a> x7492<br><a href="#">Jacob Payne</a> x5657    | <a href="https://utsa.edu/events">utsa.edu/events</a>                                              | Yes                  | Yes                |
| BSE Atrium, Kleberg Commons                            | College of Science                | <a href="#">Michelle Phillips</a> x4449                                     | <a href="https://utsa.edu/events">utsa.edu/events</a>                                              | Yes                  | Yes                |
| BSE Multi-Purpose Room, Dean conference rooms          | College of Engineering            | <a href="#">Leslie Sanchez</a> x4490,<br><a href="#">Jill Larson</a> x5526  | <a href="https://utsa.edu/events">utsa.edu/events</a>                                              | Yes                  | Yes                |
| Buena Vista Theater (DT)*                              | DT Conference and Events          | <a href="#">Jerod Jerry</a> x 3286                                          | <a href="https://utsa.edu/events">utsa.edu/events</a>                                              | Yes                  | Yes                |
| Center for Professional Excellence (BB)                | College of Business               | <a href="#">Joanne P. Wright</a> x4940                                      | <a href="https://utsa.edu/events">utsa.edu/events</a>                                              | No                   | No                 |
| COLFA Conference Rooms                                 | COLFA                             | Alicia Mahoney                                                              | <a href="https://utsa.edu/events">utsa.edu/events</a>                                              | No                   | No                 |
| Durango Building First Floor                           | DT Conference and Events          | <a href="#">Mia Deleon</a> x 2336                                           | <a href="https://utsa.edu/events">utsa.edu/events</a>                                              | Yes                  | Yes                |
| FS 4.450A                                              | President's Office                | <a href="#">Travis Brown</a> x4101                                          | <a href="https://utsa.edu/events">utsa.edu/events</a>                                              | Yes                  | Yes                |
| FS 4.450 4 <sup>th</sup> Floor Terrace                 | DT Conference and Events          | <a href="#">Jerod Jerry</a> x 3286 and<br><a href="#">Mia Deleon</a> x 2336 | <a href="https://utsa.edu/events">utsa.edu/events</a>                                              | Pending              | Yes                |
| GSR 1.204F                                             | Honors College                    | <a href="#">Rebeca Gomez</a> x4676,<br><a href="#">Lydia Bueno</a> x4770    | <a href="https://utsa.edu/events">utsa.edu/events</a>                                              | Yes                  | Yes                |
| GSR 2.106                                              | VP for Research                   | <a href="#">Roseanne Hurst</a> x6302                                        | <a href="https://utsa.edu/events">utsa.edu/events</a>                                              | No                   | No                 |
| GSR 2.204B, IRA Conference Room                        | Institutional Research & Analysis | <a href="#">Linda Starnes</a> x4706                                         | <a href="https://utsa.edu/events">utsa.edu/events</a>                                              | No                   | No                 |

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|--------------------------------------------------------------------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|
| GSR 2.204D.10 Institutional Research & Analysis Conference Room          | Institutional Research & Analysis      | <a href="#">Linda Starnes</a> x4706                                                                          | <a href="https://utsa.edu/events">utsa.edu/events</a>                                                                                                           | No  | No  |
| GSR 2.204A CIA Conference Room                                           | Continuous Improvement & Accreditation | <a href="#">Lisa Johnston</a> x4965                                                                          | <a href="https://utsa.edu/events">utsa.edu/events</a>                                                                                                           | No  | No  |
| Housing – CLV (University Oaks)                                          | Campus Living Villages                 | 210-877-4000 (UO)                                                                                            | <a href="https://www.mystudentvillage.com/us/university-oaks/short-stays-at-utsa/">https://www.mystudentvillage.com/us/university-oaks/short-stays-at-utsa/</a> | No  | No  |
| Housing – UTSA Housing (Alvarez, Chaparral, Chisholm, Guadalupe, Laurel) | Housing and Residence Life             | 210-458-6200                                                                                                 | <a href="https://utsa.edu/events">utsa.edu/events</a>                                                                                                           | No  | Yes |
| Institute of Texan Cultures*                                             | Institute of Texan Cultures            | <a href="#">Jerod Jerry</a> x 3286                                                                           | <a href="mailto:conference@utsa.edu">conference@utsa.edu</a>                                                                                                    | Yes | Yes |
| JPL Assembly Room/Faculty Center (not available for student use)         | Faculty Center                         | <a href="#">Denise Villarreal</a> x4618,<br><a href="#">Angie Hernandez</a> x8522                            | <a href="https://utsa.edu/events">utsa.edu/events</a>                                                                                                           | Yes | Yes |
| JPL Study Rooms & JPL Computer Labs                                      | Libraries                              | <a href="#">Adam Zaby</a> x7503,<br>Librarian                                                                | <a href="https://utsa.edu/events">utsa.edu/events</a>                                                                                                           | No  | Yes |
| MB 0.104 & MB 0.106 (auditoriums), Foyers/Lobbies                        | EMCS/Registrar's Office                | <a href="#">EMCS</a> x4155                                                                                   | <a href="https://utsa.edu/events">utsa.edu/events</a>                                                                                                           | Yes | Yes |
| MB Regents Room                                                          | President's Office                     | <a href="#">Travis Brown</a> x4101                                                                           | <a href="https://utsa.edu/events">utsa.edu/events</a>                                                                                                           | Yes | Yes |
| MH Galleria                                                              | EMCS                                   | <a href="#">EMCS</a> x4155                                                                                   | <a href="https://utsa.edu/events">utsa.edu/events</a>                                                                                                           | Yes | Yes |
| NPB 3.108-A; NPB 3.304; NPB 4.140                                        | Computer Science                       | <a href="#">Susan Allen</a> x4436,<br><a href="#">Cindy Perez</a> x4434,<br><a href="#">Debra Leal</a> x4173 | <a href="https://utsa.edu/events">utsa.edu/events</a>                                                                                                           | Yes | No  |
| NPB 1.412 FA Training Room                                               | Financial Affairs                      | <a href="#">Debra Villaneuva</a> x4210,<br><a href="#">Amy Fritz</a> x6914                                   | <a href="https://utsa.edu/events">utsa.edu/events</a>                                                                                                           | No  | No  |
| NPB Training Rooms                                                       | Human Resources                        | 1.416 Day One –<br><a href="#">Marina Wallace</a> x4251                                                      | <a href="https://utsa.edu/events">utsa.edu/events</a>                                                                                                           | Yes | No  |
| Parking Areas                                                            | Campus Services                        | <a href="#">Danielle Williams</a> x7275                                                                      | <a href="https://utsa.edu/rowdylink">utsa.edu/rowdylink</a> (not using 25Live to schedule – event manager inputs from Rowdylink request)                        | No  | Yes |
| Recreation & Wellness Center*, Intramural Fields*                        | Campus Recreation                      | <a href="#">Rob Ramon</a> x6464                                                                              | <a href="https://utsa.edu/events">utsa.edu/events</a>                                                                                                           | Yes | Yes |
| Outdoor space: (Sombrilla, Central Plaza, West Mall, East Mall, Paseo)   | EMCS                                   | <a href="#">EMCS</a> x4155                                                                                   | <a href="https://utsa.edu/events">utsa.edu/events</a>                                                                                                           | Yes | Yes |
| Student Union (H-E-B)*                                                   | EMCS                                   | <a href="#">EMCS</a> x4155                                                                                   | <a href="https://utsa.edu/events">utsa.edu/events</a>                                                                                                           | Yes | Yes |

\* Special Use Facility

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

Space contacts not using [www.utsa.edu/events](https://www.utsa.edu/events) indicates area is not using the UTSA scheduling software to book controlled space.

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