

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>

UTSA The University of Texas at San Antonio

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UTSA CALENDAR

Today is Friday, Jan 14, 2011 | 2:39 PM

Search Calendar All Categories

add event request space plan event

Plan your event

Due to the high volume of requests for reservations on campus, planning your event can be troublesome due to space availability always being in flux. Please use this page to check on space availability for a date, prior to making a reservation request for space on campus. For more information on planning your event on campus, please visit: <http://www.utsa.edu/events/>

1) Select campus

2) Select Date

3)

Click: Plan an Event

2. Select space size and date.

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UTSA CALENDAR

Today is Friday, Jan 14, 2011 | 2:41 PM

Search Calendar All Categories

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1) Select campus

2) Select Date

3)

UC - Medium Meeting Rooms (40-100)
Select Location
Main Campus
UC - Small Meeting Rooms (Under 40)
UC - Medium Meeting Rooms (40-100)
UC - Large Meeting Rooms (100 Plus)
Outdoor Venues (Sombrilla, Paseo, etc.)
Academic Space - BB
Academic Space - HSS
Academic Space - MB

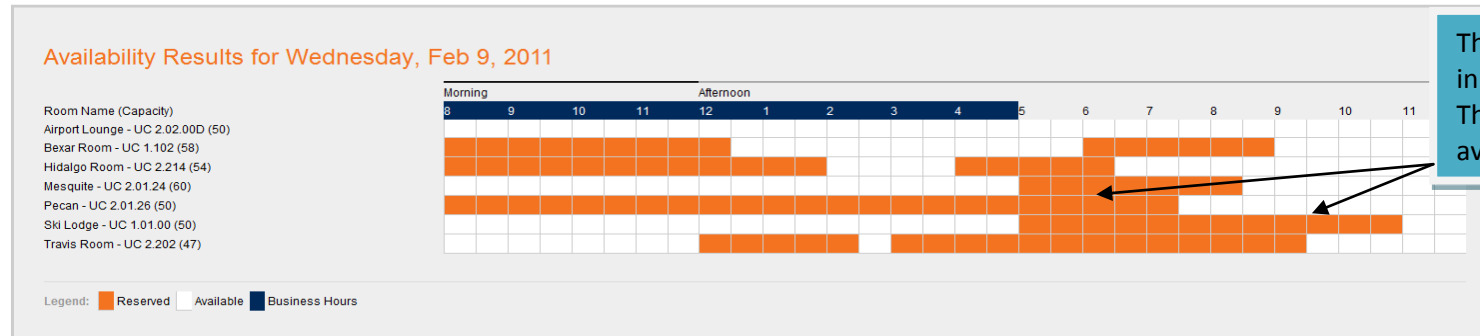
Choose a SPACE & DATE
Click: Check Availability

3. Space availability is shown in grid.

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- 1) Select campus
- 2) Select Date
- 3)



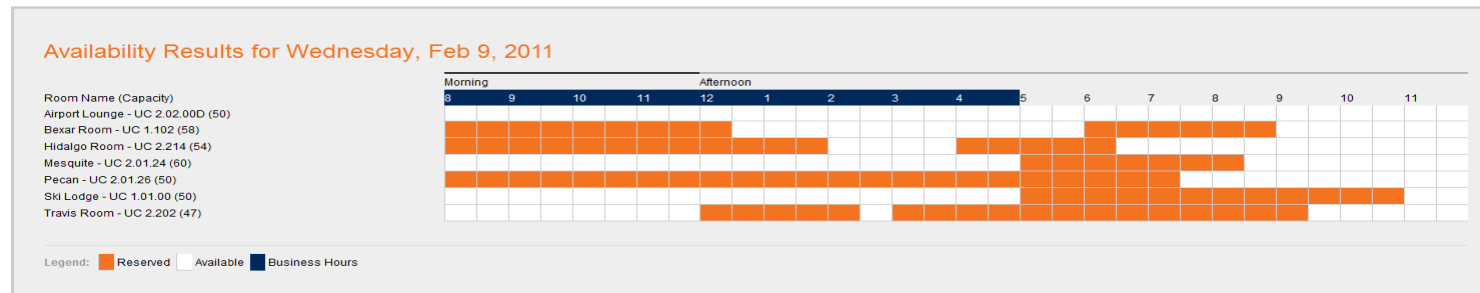
The orange boxes indicate space is in use.
The white boxes indicate space is available at the time of the search.

4. Request a space.

Plan your event

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- 1) Select campus
- 2) Select Date
- 3)



Click: REQUEST A SPACE

5. Complete the online request form.

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UTSA CALENDAR

Today is Tuesday, Jan 4, 2011 | 9:24 AM

EVENTS ACADEMIC

add event request space plan event

Please review the following information before submitting your request.

- After submitting your request, an email containing a summary of the information you have included in your request will be sent to you. Please keep this information for your records.
- All email correspondence will be sent to the address you provide in your request. Please ensure the email address you provide is correct.
- An Events Manager will review and process your request. Once your event has been processed, you will receive a confirmation notice with a reference number from a UTSA Events Manager. Your event(s) or reservation is not confirmed until you receive this notice.
- **Due to the high volume of requests we are currently receiving, please allow 5-7 business days for our office to process your request.**
- Last minute requests are subject to availability and late fees may be imposed.
- When scheduling a reoccurring meeting, you will not be assigned space on any official UTSA holidays when the campus is closed. [Holiday Calendar](#).
- All programs, events, and activities are subject to the UT Board of Regents' *Rules and Regulations*, UTSA Handbook of Operating Procedures, and federal, state, and local laws governing The University of Texas at San Antonio.

Start Reservation Request

Affiliation: Student

Request Location: Main Campus Event

Next...

Complete the online request form for appropriate campus and submit.

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.

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