

## Submission of Requests

Reservable spaces in Commons and University Center facilities, or services provided by event personnel, may only be used with confirmation from the reservations and event planning team in the Student Centers and Dining Management office. Event, meeting, program, activity spaces, or booths (informational tables) can be reserved by registered student organizations (RSO) on Mav Engage (<https://www.uta.edu/student-affairs/student-organizations/officer-resources/mavengage>) and can be reserved by departments on the University Center website ([www.uta.edu/center](http://www.uta.edu/center)). If any organization wants basic checkout equipment (up to two tables, four chairs, extension cord, speaker, ice chest, wagon, et cetera), for an outdoor event, then they must request through Mav Engage. If any organization wants similar equipment taken somewhere else (not managed by Mav Engage), those can be reserved by emailing [ucrequest@uta.edu](mailto:ucrequest@uta.edu) after outdoor space has been reserved through Mav Engage. The individual whose information accompanies the request will be named the event “contact” and will be responsible for all further communication. Reservations must be confirmed via email; submittal of request is not a guarantee. Space or service availability is confirmed on a first come, first served basis. The minimum advance time for an event request is five (5) business/class days prior to the event date. If the event request does not include all the pertinent event details, then such information must be submitted to the reservations and event planning team no later than three (3) business/class days prior to the event date. Late requests will be filled only as other workflow allows and may be accompanied by a same day request fee.