

Student Organization Room Reservation Process

1. Visit mavorgs.uta.edu and sign in using your UTA NetID and password.
2. Navigate to the [Events Tool](#) within your organization and select [Create Event](#).
 1. *Note: If you are booking a space that is NOT listed below, please enter the venue type as "Academic/Classroom:". This includes the CAPP Auditorium (ARCH 204).*
3. Once submitted your faculty/staff advisor(s) will receive a notification to review the event. (Your advisor must log in and approve your submission within 2 days.)
4. The Student Organizations Office will review your event for final registration.
5. Once registered, your event will now be able to be managed online to update any changes or modifications.
6. If your student organization requested an "**Academic/Classroom**" (a room that is NOT mentioned below), then you will receive a separate notification via email from "Astra" confirming your room. The room confirmation may take up to 3 – 5 business days. You do **not** need to contact a venue manager as MavOrgs sends the confirmed reservation to them automatically.
7. If your student organization requested a room from the list below, please email cappa@uta.edu with the confirmed MavOrgs event form so it can be reserved for your event. If your requested space is unavailable, our department contact will provide an alternative location if available.
 - a. ARCH 201 – CAPP Auditorium *
 - b. ARCH 203A – Dean's Suite Conference Room *
 - c. ARCH 103B *
 - d. ARCH Gallery – 206 **
 - e. ARCH 2nd Floor Stairs / ARCH 219
 - f. ARCH 3rd Floor North / ARCH 309
 - g. ARCH 3rd Floor South / ARCH 338
 - h. ARCH 4th Floor North / ARCH 409
 - i. ARCH 4th Floor South / ARCH 435
 - j. ARCH Dean's Lobby/Gallery Lobby

* This space cannot be reserved after 5pm.

** Students cannot alter any existing exhibitions in the space. Faculty sponsors would need to be responsible for locking the Gallery after 5pm, if an insured show was present in the Gallery.