

Approved 9/1/2009

Room Reservation Policies

Room reservations are available to students, faculty and staff at no charge.

Room reservations are available to groups who are not affiliated with Texas A&M University San Antonio with special permission. Non-affiliated groups may be assessed a fee to use facilities.

Available reservation space shall include the Student Center, classrooms and the Conference Room.

The Student Center is available for reservation on a limited basis. This is to prevent interruption to the community members who use the space for studying and group meetings. In the case that the Student Center must be used, other rooms will be reserved to accommodate community members permitting availability.

The Conference Room is available only to faculty and staff for departmental sponsored events and activities. The Conference Room may not be used for classes unless authorized by the Provost/Vice President for Academic Affairs. Conference Room Reservations must be made through Lisa Pena, Executive Assistant at 210-317-3898 or lisa.pena.@tamuk.edu.

The room reservation form must be submitted five (5) days prior to the event to the Office of Student Engagement and Success for approval. Room reservation forms are available on-line or at the Student Center Information Desk.

Room reservations are on a first come, first served basis and will be based on availability.

Texas A&M University- San Antonio reserves the right to change the room reservation when necessary. Notification of the change will be sent in a timely manner to the contact person listed on the room reservation request. All efforts will be made to provide a comparable space.

Food may be permitted in room reservation spaces with approval. It is the responsibility of the sponsoring group or individual to dispose of any food or trash and to leave the room in the order it was received. Excessive cleaning may require a fee to be assessed to the group or person.

Security may be required to be in attendance at an event due to the nature and scope of the event. Arrangements with University Police will need to be made prior to the event by the sponsoring organization or individual.

All questions or concerns may be directed to either Peter Pereira, Campus Activities Coordinator at (210) 932-7825 or kupvp000@tamuk.edu or Betty Villegas 210-932-6206 or betty.villegas@tamuk.edu.