UTSA

The University of Texas at San Antonio™

COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

Teaching Lab Reservation Form

Instructions:

1. Download the form to your device and fill in using Adobe Acrobat.
2. Send completed form to coehdlabs@utsa.edu.
3. The rooms listed are for COEHD Faculty and Staff use ONLY.
4. Each room is equipped with tables, chairs, projector and Teacher's Station. Laptops provided upon request.

PREPARER INFORMATION		
Name:	Dept:	Phone:
Today's Date:		

ROOM SELECTION	
MAIN CAMPUS	**DOWNTOWN CAMPUS**
N/A	**FS 3.412 (seats 28)**
Due to UTSA fire safety code, participants cannot exceed the number of seats listed above.	

SELECT DAYS AND TIMES

If you need more space to enter multiple dates, please attach your dates/times in your email along with the reservation form.
*Date Format MM/DD/YY, Time Format 00:00am-00:00pm. **Example**: 1/3/23, 3:30pm-5:30pm*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

NOTE: If attendees are not UTSA faculty, staff or students, contact Tech Café at ext. 5555 to request temporary login.

RESERVATION DETAILS		
Course name/Event name:		
Number in Attendance:	Are attendees UTSA Faculty/Staff/Students:	Yes No
Name of Facilitator(s)/Instructor(s):		
Software, Hardware and Special Requests:		

Updated: 8-9-23