



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 [COEHDIT@utsa.edu](mailto:COEHDIT@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:	

### OFFICE USE ONLY

Date Completed: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**CAL    EMAIL    25LIVE    TECH    TEAMS**

Notes: