

E.H. Hereford University Center and Commons

Reservation Guidelines

Submission of Requests

Reservable spaces in The Commons and UC facilities, or services provided by event personnel, may only be used with confirmation from the Conference Coordinator in The Commons & University Center Operations Office. Event, meeting, program, or activity spaces and informational tables (booths, check-out tables, or any other equipment) must be reserved in advance by submitting the appropriate request paperwork (a Campus Event Information Sheet for RSOs or a Departmental Request Form found at www.uta.edu/ucenter for U.T. Arlington colleges, schools, departments, and other budgeted agencies) to the Conference Coordinator. The individual whose information accompanies the request will be named the event “contact” and will be responsible for all further communication. Reservation must be confirmed in writing, submittal of paperwork 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) 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 Conference Coordinator no later than three (3) class days prior to the event date. Late requests will be filled only as other workflow allows and may be accompanied by a late request fee.