



How to Request Event Space at a UT San Antonio Academic Campus

(For UT San Antonio Health Campus Schools, Institutes, Centers, Departments, and Divisions)

Submit an Event Space Request

1. Go to the [UT Health University Scheduling webpage](#) to begin the event reservation process.

A direct link is available on this page that will take you straight to the **UTHealth Event Submission Form**.

However, if you need to navigate to the form manually, follow the steps below:

1. Go to rowdylink.utsa.edu, open the **menu** in the top-left corner and select **Forms**.
2. In the search bar, type **UTHealth Event Submission** and select **Start** next to the appropriate form.

All requests from Health campus staff must be submitted through this form for tracking purposes. (You can access this form whether you are logged in or not.) When prompted, select the [appropriate academic campus](#) where you'd like to host your event and **submit** your request.

Once submitted, your request will automatically be routed to the appropriate campus event manager for review and processing.

Await Confirmation & Coordination

- An event representative will follow up regarding:
 - Space availability
 - Required services
 - Cost estimates and approvals

For Questions please contact:

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