


1.Go to Theatre and Dance website under the Student Space Rentals Tab:

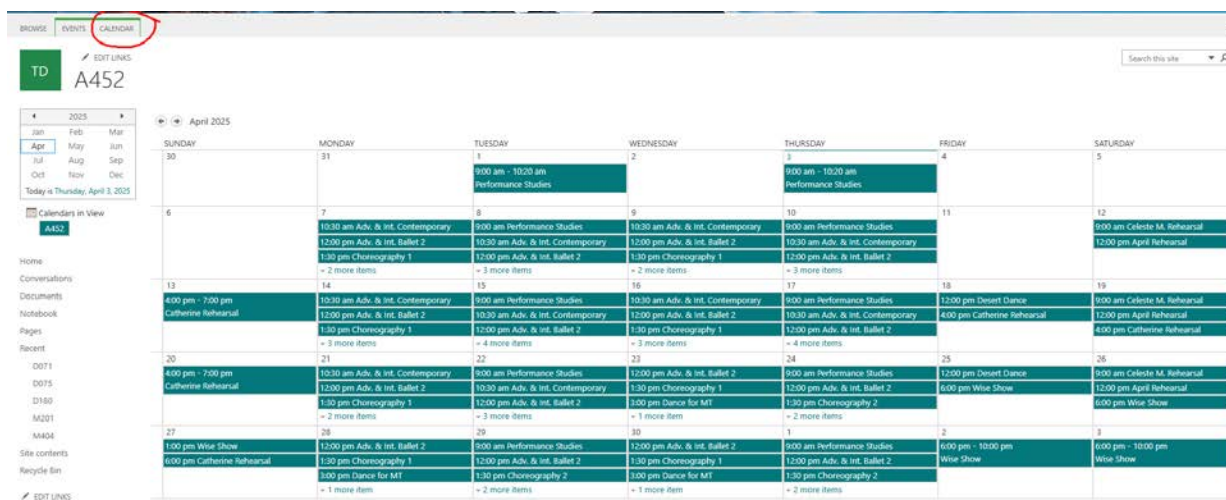
<https://www.utep.edu/liberalarts/theatre-dance/resources/space-rentals.html>

2.From there you can see all the rooms we have available for use and using the

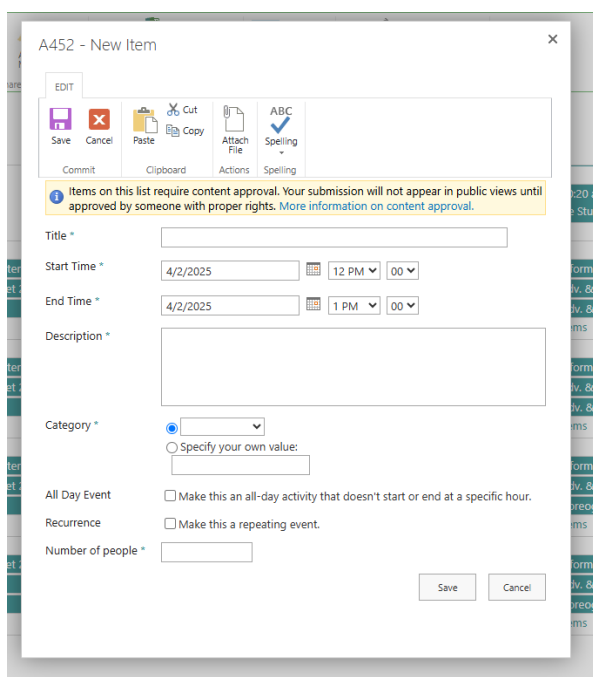
CALENDAR/RESERVATIONS 

button you can access the calendar for each room.



3.On the calendar page for each room, you can use the **Calendar Tab** on the top left to change the view and make it easier to look at times available for each room.



4.From here you can click on a day and you will see the **+Add** option. Click the **+Add** option and you will get a pop out window to input your information.



5. Here you can put in the information for your request. If it will be a repeating event, you can select the option to **Make this a repeating event**. This will add more options for you to select what days to repeat it for and when the end date will be.

All Day Event	<input type="checkbox"/> Make this an all-day activity that doesn't start or end at a specific hour.
Recurrence	<input checked="" type="checkbox"/> Make this a repeating event.
	<div>Pattern</div> <div><input type="radio"/> Daily</div> <div><input checked="" type="radio"/> Weekly</div> <div><input type="radio"/> Monthly</div> <div><input type="radio"/> Yearly</div> <div>Recur every <input type="text" value="1"/> week(s) on:</div> <div><input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday</div> <div><input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday</div> <div>Date Range</div> <div>Start Date</div> <div><input type="text" value="4/2/2025"/> </div> <div><input type="radio"/> No end date</div> <div><input type="radio"/> End after: <input type="text" value="10"/> occurrence(s)</div> <div><input checked="" type="radio"/> End by:</div> <div><input type="text" value="5/1/2025"/> </div>

6. Once you have checked all your information and everything looks good you can hit **Save/Submit**. From there your request will go to the Main Office where it will either get Approved or Rejected with notes. You will automatically get an email into your outlook letting you know about the status of your request.

If you need to make any special reservation or are having trouble you can email your request to Adrian Salas @ asalas12@utep.edu.