

**COLLEGE OF BUSINESS  
6<sup>th</sup> FLOOR ROOMS  
POLICIES AND PROCEDURES**

**ROOM RESERVATIONS**

Reservations for the rooms in the 6<sup>th</sup> floor (608, 609, 610 and 633/634) are handled by the Dean's office (suite 334). To reserve one of these rooms, send an email to [CobaRooms@uta.edu](mailto:CobaRooms@uta.edu). Please allow at least one business day for a confirmation.

Email requests should include the following:

1. Name of Person
2. Organization or Group (if applicable)
3. Date
4. Time
5. Purpose

**ROOM ACCESS**

Rooms 608, 610, and 633/634 require a key. The master key is located in the Dean's office (suite 334). Prior to an event, check out the key from the Dean's office. The key should be returned to Dean's office immediately following the event. If it's after office hours, drop key in the mail slot in the door of the Dean's office. The office key for full-time faculty also opens these rooms.

Room 609 is a swipe card lock and access to the room is arranged by the Dean's office and should be open at the time of the event.

NOTE: If the event falls on a weekend or on a holiday, the person reserving the room is responsible for sending an email to Facilities Management for HVAC services during the reserved time. Also, that person is responsible for requesting access to the building through MavExpress.

**AVAILABLE TIMES**

Rooms 608, 610, 633/634: Because the key must be check out from the Dean's office, the earliest an event can be reserved for is 8:00 am, which is when the Dean's office opens. If the event is after 5:00 pm, the key must be checked out from the Dean's office before 5:00 pm and returned by dropping it in the mail slot. If the person reserving the room is a full-time faculty member, his/her office key can open any of these rooms, therefore the room can be reserved any time/day.

Room 609:

- Monday – Thursday from 7:30 AM to 9:00 PM
- Friday from 7:30 AM to 5:30 PM
- Saturday: 10:00 AM to 2:00 PM

NOTE: If the event falls on a weekend or on a holiday, the person reserving the room is responsible for sending an email to Facilities Management for HVAC services during the reserved time. Also, that person is responsible for requesting access to the building through MavExpress.

**ROOM CAPACITY/CONFIGURATION**

Room	Capacity	Seating	Equipment	Food	Other
608	40-50	Banquet Style (6 round tables, 8 chairs p/table)	None	Yes	
609	46-51	Classroom Style, tiered seating	Multi-media	No	
610	15	Conference	Projector*	No	
633/634	30	Banquet Style (6 square table, 4 chairs p/table, plus two seating areas with sofas)	None	Yes	Divider option

If furniture is rearranged to meet your event needs, it should be returned to its original configuration.

\*Cables for projector are to be checked out from the Dean's office and returned immediately after the event. If the event ends after 5:00, place the cables back in the box, and leave it on top of the conference table.

Note to students/student organizations: Failure to comply with any of these policies could result in loss of reservation privileges.