



Reservations and Policies

To reserve ThirdSpace, we now have a ThirdSpace email account and calendar for reservations (SOEthirdspace@untdallas.edu). Additionally, we are finalizing the digital reservation form.

1. When team members send the request to reserve, we will grant access and assess technology needs. Non UNTD employees and students must pay a usage fee.
 2. If a requester needs access to the technology, we will assist and ensure proper usage.
 3. To preserve the technology and keep it working properly, we have follow steps to power on/off the equipment (speakers, mixer, etc.) and store when not in use. The equipment is costly, but also very delicate and can be easily damaged (through improper handling, moisture, oils, temperature drops, etc.).
 4. Additionally, if using mats, please use the wipes and spray to clean prior to putting back up.
- Forthcoming, we will provide updates on future programs and events. ThirdSpace is a part of our SOE "Wellness Always, Wellbeing for Life" initiative. Thank you for your support.