

**The University of Texas at Tyler  
Longview University Center (LUC)  
Non-University Event/Facility Request Form**

Organization Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Event title \_\_\_\_\_

Description of Event \_\_\_\_\_  
\_\_\_\_\_

Event date(s) \_\_\_\_\_, 2013/14 Start time \_\_\_\_\_ End time \_\_\_\_\_

Contact person name (print) \_\_\_\_\_ Phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

Signature (retype name if submitted electronically) \_\_\_\_\_

Expected attendance (number) \_\_\_\_\_ Participants (students, employees, public, etc.) \_\_\_\_\_

Special event table and chair set up needs (attach a diagram if needed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special event set up completed by (time) \_\_\_\_\_ Event co-sponsor? \_\_\_\_\_

Guest speaker? If yes, who? \_\_\_\_\_

Admission to be charged? \_\_\_ Donations collected? \_\_\_ Items sold? If yes, list items \_\_\_\_\_

Bringing in food or drink? (other than water) \_\_\_\_\_

**For more information or to submit this form contact:** UT Tyler Longview University Center, C/O Christy Lewis at 3201 N. Eastman Rd., Longview, TX 75605, or contact: Ms. Lewis at [clewis@uttyler.edu](mailto:clewis@uttyler.edu) or 903-663-8129 (office), or 903-663-8209 (fax). Facility requests should be submitted at least two weeks in advance of an event.

General University of Texas at Tyler policy related to the use of facilities can be found at the following website: <http://www.uttyler.edu/mopp/documents/7UseOfUniversityPropertyRoomsandSpaces.pdf>.

This policy supersedes any other policy, decisions, or directions given by University personnel, event organizers, students, faculty, staff, or anyone other than the LUC Executive Director or emergency personnel acting in the course of their duties.

The following **local policies** are considered relevant to the Longview University Center and are intended to compliment the policy in effect on the main University campus:

- College facilities exist for the primary purpose of providing education services to students; therefore, College-related activities receive first priority. When facilities are not otherwise committed, they may be made available at reasonable rates to community groups for activities.
- Should an outside organization arrange to have food served, they will be responsible for clean up afterwards including putting all trash in plastic sacks and into the black plastic trash containers on the east (highway) side of the building.
- The requesting organization must complete this written/electronic application and submit it to the LUC Executive Director or his/her designee at least two weeks in advance in person, by mail, by FAX (903-663-8104), or electronically via the link provided below. If you do not receive a confirmation phone call or email from LUC staff within five business days of submitting your request, you need to contact the LUC staff at 903.663.8105 to follow up. No confirmation call or email means that scheduling details are not complete and the event is not approved.
- Facility space may be requested and approved for up to four months (or the remainder of the semester in progress) ahead of the proposed event, however, it must be understood that unforeseen events arise and University needs do change occasionally in a manner that may lead to the need to cancel an event. In that case, the Executive Director or his/her designee will do everything possible to find a suitable substitute date for the event or refund any fees previously submitted to the LUC if a substitute date cannot be identified.
- By submitting this signed form, the person in charge of the activity (the individual listed as the contact person) assumes full responsibility for the facility and contents during the course of the activity. He/she agrees to supervise the activity and to make restitution for the same as required.
- It is understood that The University of Texas at Tyler provides no insurance to or for the renting party or user and assumes no liability for same.
- The LUC Executive Director or his/her designee has the authority to approve and disapprove requests for the use of facilities and establish a related user fee. User fees must be paid in advance during regular business hours in the LUC Administrative Office area to the LUC Executive Director or his/her designee.
- The LUC Executive Director may require that a University of Texas at Tyler police or security officer, paid for by the requesting group in advance, be present during the event. The same is true of a custodian, if that service is thought to be necessary.
- Nothing may be affixed to the walls, ceiling, floors, or windows with staples, tape, glue, or in other manners without the specific approval of the LUC Executive Director or his/her designee.
- Illegal drugs and firearms are not allowed on University property.
- All University of Texas at Tyler buildings are smoke free. Outdoors, smoking is only permitted on the east (highway) side of the building at least 25 feet away from the door.
- The University of Texas at Tyler reserves the right to reject any requests not in the best interests of the University or the Longview University Center.

**Paper or electronic copies of this form may be submitted to:** UT Tyler Longview University Center, Christy Lewis, 3201 N. Eastman Road, Longview, TX 75605 or [clewis@uttyler.edu](mailto:clewis@uttyler.edu), fax 903-663-8209.

---

**For office use only:** Date received \_\_\_\_\_ Date approved/denied \_\_\_\_\_  
Assigned room(s)/space(s) \_\_\_\_\_ Date group notified \_\_\_\_\_  
LUC Executive Director/designee signature \_\_\_\_\_  
Date added to Astra and LUC calendar \_\_\_\_\_