Policies and Procedures
Please note these are only scheduling guidelines as each venue may have additional policies and procedures for its particular area.

Who Schedules the Events in the Braithwaite Recital Hall and Meadows Gallery Lobby?
The School of Performing Arts coordinates the events in the recital hall and lobby.

Who can Request an Event in the Braithwaite Recital Hall and Meadows Gallery Lobby?
The primary use of the Braithwaite Recital Hall is to function, first and foremost, as a recital and rehearsal venue for the students, faculty, and staff of the School of Performing Arts. It is the responsibility of the School of Performing Arts to maintain that these specific needs and University curriculum requirements take priority before reviewing and approving outside requests.

How and When to Submit an Event Request?
Events are requested through Astra. The required lead time for faculty and staff is 7 days with an allowable max of 365 days in the future for requests. The School of Performing Arts will assign a student worker to be at each approved event.

Upon receipt of a request, the School of Performing Arts will send an email acknowledgment that your event request has been received. This acknowledgment is not a confirmation.

- If your request is denied, you will receive email notification stating the reason your event was declined.
- If your request is scheduled, you will receive a confirmation email. This confirmation can be used to document the approved use of the room. Room requests are not approved until the confirmation is issued. Inquiries should be sent to dabbey@uttyler.edu or eventmgmt@uttyler.edu.

Emergency Closure
If the University experiences an emergency closing due to weather, utility failure, or other unforeseen disaster, the event is considered canceled.

Events will not be scheduled on official University holidays.

Event Sponsor/Contact Responsibility
The sponsoring organization or department is responsible for the information provided. When making a reservation, you will be required to designate a contact person who is responsible for the proper conduct of the event and for returning the space to its original configuration.

The type of activity of the event may not be changed from that requested without prior written approval from the School of Performing Arts.
A reservation does not provide event support services such as A/V equipment, catering, extra custodial support, or security. These items are examples of extra services that may be arranged on a fee-for-service basis. The contact is responsible for the planning and coordination of all event-related arrangements. Under no circumstances is furniture or other property to be removed from the room or removed from other rooms. The sponsor is responsible for any extra cleanup fees or damages to the facility incurred during the course of the event or during the event set-up and take-down. Any items brought in for the event should be removed promptly and the room returned to its original arrangement.

Failure to adhere to these policies may subject the organization to deposit charges and/or restriction of space usage privileges.

**Expectations**
All users are expected to leave the recital hall and lobby in good order. Users are also expected to take extra care that no damage is done to the piano or other equipment and that the room is returned as it was found.

No moving, touching, or placing items on the piano. If the piano needs to be moved, the School of Performing Arts will make arrangements.

**Facilities Information**
The recital hall is also used for academic courses. Therefore, if your event is after the normal workday or on a weekend, it is mandatory that someone from AHI Facilities, UT Tyler's external custodial service, be onsite during the course of your event until the recital hall and lobby are cleaned and ready for the next day. Please contact AHI at (903) 566-7290 for a quote.

If you find the temperature in the room uncomfortable, you can contact the Physical Plant at (903) 566-7030.

**Stage Size**
The stage is approximately 12 feet x 35 feet.

**Braithwaite Dressing Rooms**
The Braithwaite dressing room can be made available upon request and is reserved on an hourly basis. A reservation of the Braithwaite Recital Hall does not ensure use of the dressing room. The dressing room is outfitted with a single bathroom to include a shower stall. The counter comfortably seats three people and features lit mirrors. The University is not liable for items lost, stolen, or damaged while stored in the dressing room.
A/V Equipment and Technical Support Staff
A/V Services has the following items available for checkout for academic programs, courses, University department-sponsored events, and registered student organizations:

- Video Camera and Tripod
- Projector
- Screen
- PA System
- USB Microphone
- CD Player
- Boombox
- Clean One Pod Microphone

You are responsible for reserving the equipment needed by completing AV Services Equipment Checkout. It is your responsibility to pick up and return the equipment to LIB 128.

Web Conferencing (Zoom)
Zoom offers video conferencing that unifies HD video conferencing, mobility and web meetings together as a free cloud service. It works across desktop, tablet, mobile and room systems. It is available for Mac, Windows, iOS, Android, PSTN and H.323/SIP room systems.

For more information, contact itsupport@uttyler.edu. You can also watch the YouTube video to Learn More About Zoom or Sign Up for your free account today. Campus Computing Services (CCS) can help with your Zoom conference – just complete the Zoom Conferencing Request Form.

Food Service/Catering
No food or drink is allowed inside the Braithwaite Recital Hall. However, you can serve food and drink in the Meadows Gallery Lobby.

Sodexo is UT Tyler’s on-campus food service provider. Check out what they have to offer at Sodexo’s Gatherings - Perfected.

Alcohol
The UT Tyler Policy regarding alcohol on campus

Smoking
As of August 2016, the University of Texas at Tyler will be a smoke- and tobacco-free campus. All students, staff, faculty, and visitors are prohibited from smoking and using, selling, free distributing, and advertising tobacco products and electronic cigarettes in all facilities and on all University property. For more information, please refer to UT Tyler – Tobacco-Free Campus.

Campus Carry Policy
For UT Tyler’s Concealed Handgun Policy, Effective August 1, 2016, click Campus Carry Policy.
Custodial and Setup/Teardown Fees
Setup of tables in the Meadows Gallery Lobby is provided by the School of Performing Arts. Any use of hallways should not restrict access or interfere with any other areas.

If additional custodial and setup/teardown is needed, the School of Performing Arts may refer you to AHI who can provide you with a quote.

After-Hours Porter Service and Excessive/Late Hours Cleaning
Events on weekends and after 5:00 p.m. during the work week require after-hours porter services provided by AHI. They will provide you with a quote. Excessive or late hours cleaning may result in extra charges. Extraordinary cleanup, or any damages incurred from event usage, will be billed accordingly.

ADDITIONAL INFORMATION FOR STUDENT ORGANIZATIONS

Student Organization Reservations
Only registered student organizations are allowed to request space on campus. Please refer to the Student Organization Guidelines for additional details. To request the use of the recital hall, contact Student Life & Leadership (SL&L) at (903) 565-5645 or email getconnected@uttyler.edu. There is a 14-day lead time for requests.

Porter Service and Excessive/Late Hours Cleaning
Events involving porter services and/or excessive or late hours cleaning may result in extra charges. Extraordinary cleanup, or any damages incurred from event usage, will be billed to the individual student organization. The organization will also be referred to SL&L for possible disciplinary action. The School of Performing Arts and SL&L reserve the right to refuse future use of these venues.

Publicity, Signs and Flyers
All signs, posters, and fliers must be approved by the Department of Student Life and Leadership unless they are posted on a bulletin board or other designated location that is occupied and controlled by an academic or administrative unit per chapter 6, section 6-506. Please refer to UT Tyler’s Student Organization Handbook for bulletin board posting locations.

Posting Guidelines will help determine if your student organization’s sign/flyer/poster or banner is ready for approval.

Insurance
Questions regarding insurance for student organizations should be addressed to Student Affairs (903) 566-7018.

ADDITIONAL INFORMATION FOR EXTERNAL CLIENTELE

External Clientele Reservations
As outlined in the UT Tyler Handbook of Operations, the Braithwaite Recital Hall is designated as a “Special Use Facility” by the President and is available for public use. There is a minimum of 10-days in advance and an allowable max of 90-days in the future for external clientele requests.
External clientele requesting space are required to:

1. Request space using our online scheduling process
2. Sign a Facilities Use Agreement
3. Pay usage fee and additional support services fee, if required
4. Provide to the Risk Manager a certificate of insurance evidencing insurance coverage as indicated in the Facilities Use Agreement.

Upon receipt of a request, the School of Performing Arts will send an email acknowledgment that your event request has been received. This acknowledgment is not a confirmation. An event record will be created in our scheduling software and placed in a “pending” status to remove the room from inventory.

A Facilities Use Agreement will be created and sent to the event contact for review. As soon as the agreement has been executed by both parties, the event status will be changed to “scheduled.”

An email confirmation will be sent to the event contact. Inquiries should be sent to dabbey@uttyler.edu or eventmgmt@uttyler.edu.

If your request is denied, you will receive email notification stating the reason your event was declined.

Facility Usage Fee
The Braithwaite Recital Hall facility usage fee is $350 for three (3) hours. This does not include any after-hours support services (porter services are mandatory). If your event requires more than three (3) hours, the School of Performing Arts (dabbey@uttyler.edu) will provide you with a quote.

Porter Services and Excessive/Late Hours Cleaning
Events involving porter services and excessive or late hours cleaning will result in extra charges. Contact AHI for a firm quote. Extraordinary cleanup, or any damages incurred from event usage, will be billed accordingly.

Security
UT Tyler Police Department (UTPD) is the only authorized security provider for the campus. Please contact UTPD at (903) 566-7060 for a quote should you need onsite police presence.

Insurance
Questions regarding insurance for external groups should be addressed to the Risk Manager (903) 565-5805. For information about UT Systems’ Tenant User Liability Insurance Policy (TULIP), click here.