

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

Department Name _____

Event title _____

Event Date(s) _____

Room(s) Requested (Circle) conf. room 100, classroom 113, computer lab 114, classroom 211, conf. room 216, study room 218, other indoor space _____, outdoors _____

Event Start Time _____ Event End Time _____

Expected Attendance _____ Date Request Submitted _____

Description of Event & Set-up Needs (attach diagram as necessary) _____

Contact Person _____ Office Phone _____

Email Address _____ Cell Phone _____

Submit this form two weeks in advance to Christy Lewis, who will confirm space availability and enter the event into the LUC calendar and Astra. In most cases, room assignments are made on a first-come, first-served basis. Contact info: clewis@uttyler.edu, 903-663-8129 (office), 903-663-8209 (fax)

After your request for space is confirmed and a couple of days in advance of your event:

Remember to touch base with Michael Gannaway to confirm table and chair set-up, Chris Martin for internet hook-up, projector, P.A. needs, and other LUC staff members as necessary for your event.

The 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.

For office use only - Date received: _____ Date department notified: _____

Room(s) assigned: _____ Date entered into Astra and LUC calendar _____