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 
iinternet 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 ______________