

SECTION 4

WHO CAN REQUEST WHICH SPACE ON CAMPUS

Ad Astra is the official scheduling software for UT Tyler. For quick video tutorials on how to complete an Event Request Form in [Astra](#), visit Scheduling & Conference Services' [Event Management](#) website and select **Video Tutorials** from the dropdown arrow next to **Event Management**.

To assist with Astra scheduling, see building names and acronyms in Section 3. The following shows who can request which spaces and how spaces can be requested:

Location	Faculty / Staff	Student	UTHET	Community Member		
Academic Space	Astra Event Request Forms					
Alumni House						
Baseball Field				Astra Event Request Forms		
Braithwaite Recital Hall And Meadows Gallery Lobby						
Cowan Center Vaughn Auditorium With White Lobby and Green Room				cowan@uttyler.edu		
Cowan Center White Lobby Only						
Health Science Center Campus				UT Tyler Patriots Engage	UTHET Employee Requester Form	Astra Event Request Forms
Houston Campus						
HPC Gym						
HPC Pool						Astra Event Request Forms
Intramural Field						
Longview University Center						
On-Campus Housing Locations						
Outdoor Locations						Astra Event Request Forms
Palestine Mathis Hall						
Parking						
Patriot Plaza						
PHE Gym				UT Tyler Patriots Engage		Astra Event Request Forms
Softball Field						
Tennis Courts						
UA-Longview						
UA-Palestine						
UA-Tyler						
University Center	Astra Event Request Forms	UT Tyler Patriots Engage				
W. T. Brookshire Hall						

The University of Texas at Tyler (UT Tyler) facilities listed in the [UT Tyler Handbook of Operating Procedures 5.14 Special Use Facilities](#) have been designated by the President as **“Special Use Facilities”** and can be used for public use.

Priority to the reservation and use of the Special Use Facilities shall be given to activities that are in furtherance of, and related to, the educational, cultural, recreational, and athletic programs of the institutions. As a lower priority, Special Use Facilities may under some circumstances be reserved and used by non-university individuals, groups, associations, or corporations, without necessity of joint sponsorship by UT Tyler. All uses of university facilities shall comply with HOP 5.14 Special Use Facilities.

University Center / Main Campus Academic Rooms

The University Center and academic rooms are not considered Special Use Facilities and, therefore, are only available to recognized student organizations and university departments to use for meetings, events, and university business.