

SECTION 5

HOW TO REQUEST SPACE

All student organization event requests must go through [UT Tyler Patriots Engage](#).

All faculty, staff, UTHET, and the community must use the [Astra Event Request Forms](#).

For the spaces listed below:

Event Scheduler: Scheduling & Conference Services (SCS)

Room Scheduler: SCS

Event Coordination By: SCS

Location	Astra Event Request Form Names	Contact Information
Academic Space	Academic Space OR A Basic Academic MEETING Request Form	eventmgmt@uttyler.edu
Alumni House* (*Bill Barrett Library – President’s use only)	ALH	
Braithwaite Building Addition Atrium (with adjacent common areas)	Academic Space	
Library 401 Assembly Space	LIB 401	
Outdoor Locations	Outdoors	
Patriot Plaza	Outdoors	
Soules College of Business Building (COB) Atrium, with adjacent common areas	Academic Space	
Student Success Conference Room (UC 3322)	UC	
University Center	UC	
W. T. Brookshire Hall (WTB) Atrium, with adjacent common areas	Academic Space	

*The information above is subject to change.
Space reservations are subject to change upon university requirements.*

For the spaces listed below:

Event Scheduler: Scheduling & Conference Services (SCS)
Room Scheduler: See Contact Information Below (subject to change)
Event Coordination By: Scheduling & Conference Services (SCS)

Location	Event Request Form Name	Contact Information
Braithwaite Recital Hall and Meadows Gallery Lobby	Braithwaite Recital Hall	izedlitz@uttyler.edu
Career Success Conference Room (UC3150G)	UC	jpharr@uttyler.edu 903.566.7352
COB 180 (Welcome Center)	(1) Academic Space (2) A Basic Academic MEETING Request Form	khamner@uttyler.edu 903.566.7441
COB Dean's Event Room (COB307)		jhelpers@uttyler.edu 903.566.7360
COB Executive Classroom (COB321)		hmassett@uttyler.edu eventmgmt@uttyler.edu Individual Departments
Computer Science (COSC) Labs		
Conference/Seminar Rooms (Not all reserved via Astra)		
Health Science Center Academic Spaces	(1) HSC Academic Space (2) HSC A Basic Academic MEETING Request Form (3) UTHET Employee Requester	eventmgmt@uttyler.edu Individual Departments
Health Science Center Amphitheater & Lobby (HSG 3214 HSG 3215)		
Health Science Center Conference Spaces (Not all reserved via Astra)		
Health Science Center President's Event Center (PEC) & Teaching Kitchen (HSH 127, HSH 128, HSH 140)	(1) HSC President's Event Center (2) UTHET Employee Requester	carneson@uttyler.edu rondajames@uttyler.edu
Library Computer Room (LIB422)	Academic Space	tbrown@uttyler.edu 903.566.7161
Parking (Blocked)	Parking	parking@uttyler.edu
Physics/Chemistry Labs	Academic Space	
Ratliff Suites (RBS 4015, RBS 4017)	Academic Space	
Student Engagement Conference Room (UC 3408)	UC	jneaves@uttyler.edu 903.566.5645
Student Success Conference Room (UC 3322)	UC	katrinasmith@uttyler.edu 903.566.7018

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For the spaces listed below:

Event Scheduler: See Contact Information Below

Room Scheduler: See Contact Information Below

Event Coordination By: See Contact Information Below

Location	Event Request Form Name	Contact Information
Athletic Fields a) Citizen's 1 st Bank – Perkins Soccer Complex b) Irwin Ballparks	Athletic Venues	jreilly@uttyler.edu 903.565.5816
Cowan Center Vaughn Auditorium (to include White Lobby & Green Room)	(1) Cowan Vaughn (2) Cowan White Lobby / Green Room (when Vaughn is not needed)	cowan@uttyler.edu 903.565.5866
Houston Campus	Academic Space	malwaidh@uttyler.edu
Herrington Patriot Center (HPC) Student Lounge and Convocation Center, with adjacent common areas	HPC & PHE Recreation	hpc@uttyler.edu
Intramural Field		
Longview University Center Lobby and Classrooms (various)	LUC	clewis@uttyler.edu 903.563.8105
Ornelas Activity Center	OAC (UA-Tyler Requester Only)	akaiser@uttyler.edu
Palestine Campus	PAL	ewallace@uttyler.edu 903.727.2315
PHE Gym (Al and Nancy Jones Gym)	HPC & PHE Recreation	hpc@uttyler.edu
Pool		bbrunson@uttyler.edu 903.565.5602
W. T. Brookshire Hall	WTB Academic	salmeida@uttyler.edu 903.566.6297

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