

COMMUNITY MEMBERS' REFERENCE GUIDE

As outlined in the [UT Tyler Handbook of Operating Procedures 5.14 Special Use Facilities](#), those facilities designated as “Special Use Facilities” by the President are available for public use.

Use of such rooms and facilities will be scheduled by the contact person or office responsible for the specific building or facility via workflow through the scheduling software system (except where noted).

Main Campus	Scheduling Office	How to Schedule
Al and Nancy Jones Gym (PHE Gym)	Recreational Facilities hpc@uttyler.edu	Click to Request Scroll Down to Community Members and Select Location
Alumni House	Scheduling & Conference Services eventmgmt@uttyler.edu	
Athletic Fields and Facilities	Athletics jreilly@uttyler.edu	
Braithwaite Building Addition Atrium (with adjacent common areas)	School of Performing Arts izedlitz@uttyler.edu	
Braithwaite Recital Hall, Meadows Gallery Lobby, Art History Classroom	Scheduling & Conference Services eventmgmt@uttyler.edu (classroom)	
Citizen’s 1 st Bank – Perkins Soccer Complex	Athletics jreilly@uttyler.edu	
Cowan Center Vaughn Auditorium, White Lobby, and Green Room	Cowan Fine and Performing Arts Center cowan@uttyler.edu	
Herrington Patriot Center Student Lounge and Convocation Center (with adjacent common areas) (to include pool)	Recreational Facilities hpc@uttyler.edu	Click to Request Scroll Down to Community Members and Select Location
Irwin Ballpark	Athletics jreilly@uttyler.edu	
Patriot Plaza	Scheduling & Conference Services eventmgmt@uttyler.edu	
Ratliff Building South Ratliff Suites	College of Engineering jcrist@uttyler.edu	
Soules College of Business Building Atrium (with adjacent common areas)	Scheduling & Conference Services eventmgmt@uttyler.edu	
W. T. Brookshire Hall Atrium (with adjacent common areas)		

Health Science Center Campus	Scheduling Office	How to Schedule
President's Event Center	Special Events ronda.james@uttyler.edu or carrie.arneson@uttyler.edu	Click to Request Scroll Down to Community Members and Select Location
Healthy Cooking Lab & Teaching Kitchen		
Longview University Center Campus	Scheduling Office	How to Schedule
Longview University Center Lobby	Longview University Center clewis@uttyler.edu	Click to Request Scroll Down to Community Members and Select Location
Longview University Center Classrooms (designated)		

Community members requesting space will be required to:

1. Request space using our online scheduling process (if location is in our scheduling software) or contact UT Tyler office directly.
2. Sign a Facilities Use Agreement.
3. Pay rental and usage fees. A quote can be provided.
4. Provide the Risk Manager with a certificate of insurance evidencing insurance coverage as indicated in the Facilities Use Agreement.

Contact information for each of the UT Tyler venues is listed above. If additional assistance is needed, please contact eventmgmt@uttyler.edu.