

## FACULTY & STAFF REFERENCE GUIDE

Location	Scheduling Office	How to Schedule
Academic Space	Scheduling & Conference Services <a href="mailto:eventmgmt@uttyler.edu">eventmgmt@uttyler.edu</a>	<a href="#">Click to Request then Scroll Down to Type of User and Select Location</a>
Alumni House		
Athletic Fields and Facilities (not including IM Field or HPC Gym)	Athletics <a href="mailto:jreilly@uttyler.edu">jreilly@uttyler.edu</a>	
Braithwaite Recital Hall and Meadows Gallery Lobby	Scheduling & Conference Services <a href="mailto:eventmgmt@uttyler.edu">eventmgmt@uttyler.edu</a>	
Herrington Patriot Center (to include the pool, PHE and HPC Gyms, and IM Field)	Recreational Facilities <a href="mailto:hpc@uttyler.edu">hpc@uttyler.edu</a>	
Ornelas Activity Center (University Academy ONLY)	University Academy – Tyler <a href="mailto:akaiser@uttyler.edu">akaiser@uttyler.edu</a>	
Outdoor Locations (not including Patriot Plaza)	Scheduling & Conference Services <a href="mailto:eventmgmt@uttyler.edu">eventmgmt@uttyler.edu</a>	
Parking (blocked)	Department of Parking & Transportation <a href="mailto:parking@uttyler.edu">parking@uttyler.edu</a>	
Patriot Plaza	Scheduling & Conference Services <a href="mailto:eventmgmt@uttyler.edu">eventmgmt@uttyler.edu</a>	
PHE Gym	Recreational Facilities <a href="mailto:hpc@uttyler.edu">hpc@uttyler.edu</a>	
University Center	Scheduling & Conference Services <a href="mailto:eventmgmt@uttyler.edu">eventmgmt@uttyler.edu</a>	
Vaughn Auditorium to include Green Room and White Lobby	Cowan Fine and Performing Arts Center <a href="mailto:ehutson@uttyler.edu">ehutson@uttyler.edu</a>	
White Lobby and/or Green Room (only)	Scheduling & Conference Services <a href="mailto:eventmgmt@uttyler.edu">eventmgmt@uttyler.edu</a>	

Space is available ONLY for university departments and recognized student organizations to use for meetings, events, and University business.

Contact information for each of the UT Tyler venues is listed above. However, if further assistance is needed, please contact [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu).