

UT Tyler Use Fee Schedule 2025-2026		
Venue	Use Fee	Contact Email
ALUMNI HOUSE (ALH)		
Alumni House (ALH)	\$100/hour	eventmgmt@uttyler.edu (Weddings are not hosted at these venues.)
Al and Janis Jones Green (Audio visual is not provided.)	\$70/hour	
BRAITHWAITE BUILDING (BRB) LOBBY		
Lobby (BRB 2000) and Entrance Lounge (BRB 2000A) (Includes adjacent common space; audio visual is not provided.)	\$100/hour	eventmgmt@uttyler.edu
BRAITHWAITE RECITAL HALL		
Braithwaite Recital Hall and Meadows Gallery Lobby	\$350 for 3 hours (email for cost if needed longer)	izedlitz@uttyler.edu
COWAN CENTER		
Locations		
Vaughn Auditorium	Email for information	cowan@uttyler.edu
White Lobby		
Green Room		
Services & Furniture Rentals		
Technical Director	\$40/hour (external/joint sponsored clients)	mstephens@uttyler.edu
Auditorium Tech and Labor	Email for pricing estimate	
House Manager	\$35/hour (required for all events)	cowan@uttyler.edu Faculty/Staff 50% of fee
Cowan Tables and Chairs (Only used at the Cowan)	6' round tables \$5/each 6' rectangle tables \$5/each Cocktail tables \$5/each Chairs \$2/each	
Ticketed Events	Email for pricing estimate	
HERRINGTON PATRIOT CENTER (HPC)		
Locations		
Aerobics Room	\$50/hour or \$250/day	rmcgill@uttyler.edu University Offices will be charged 50% of facility fee. Efforts will be made to not charge student organizations when possible. However, all HPC staffing, and utility costs will be charged to organizations to cover HPC expenses. All equipment MUST remain on campus.
Fitness Room	\$150/hour or \$750/day	
HPC Lobby	\$50/hour or \$250/day	
HPC Main Gym	\$300/hour or \$1,500/day (entire floor must be covered if food or drink served)	
IM Field or Soccer Field	\$200/hour or \$1000/day	
PHE Gym	\$200/hour or \$1000/day	
Racquetball Court	\$25/hour or \$125/day	
Tennis Courts	\$10/hour/court	

Venue	Use Fee	Contact Email
HERRINGTON PATRIOT CENTER (HPC)		
Locations (cont'd)		
Pool & Spa	HPC Pool Rentals	bbrunson@uttyler.edu <u>Students/Faculty/Staff</u> 20% off Facility Fee <u>Student Orgs and University Offices</u> \$50% off Facility Fee Rental includes staffing. Additional Tables/Chairs (\$15) Sodexo offers 30% discount
LONGVIEW UNIVERSITY CENTER (LUC)		
LUC Lobby (Audio Visual is not provided in this location.)	\$100/hour	eventmgmt@uttyler.edu
Designated Classrooms (LUC 122, LUC 204)	\$50.00/4 hours (\$12.50/hour)	
Designated Classrooms (LUC 211)	\$75.00/4 hours (\$12.50/hour)	
OUTDOOR LOCATIONS		
Patriot Plaza	\$100/hour	eventmgmt@uttyler.edu (Weddings are not hosted in this venue.)
Alumni Green	\$70/hour	
RATLIFF BUILDING SOUTH RATLIFF SUITES		
Ratliff Suites (RBS 4015, RBS 4017)	\$100/hour	eventmgmt@uttyler.edu
SOULES COLLEGE OF BUSINESS (COB) BUILDING ATRIUM		
COB Atrium (includes adjacent common space)	\$100/hour	eventmgmt@uttyler.edu
W. T. BROOKSHIRE HALL (WTB) ATRIUM		
WTB Atrium (includes adjacent common space)	\$100/hour	eventmgmt@uttyler.edu
PORTER SERVICES & SETUP/TEARDOWN		
Housekeeping (Joint-sponsored and community events only)	\$30.00/hour/person (3-hour minimum)	eventmgmt@uttyler.edu
Setup and Teardown (Joint-sponsored and community events only)	<50 people \$50 >50 people \$100	
ADDITIONAL FEES		
Catering	903.566.7244	jamie.dowdy@sodexo.com
Certified Crowd Manager	\$25/hour/CCM	eventmgmt@uttyler.edu
Event Management Administrative Fee	\$50 flat rate	
Security Onsite Provided by UT Tyler Police Department	\$55/hour/officer (2-hour minimum)	