

# LONGVIEW UNIVERSITY CENTER (LUC) LOBBY AND DESIGNATED CLASSROOMS EVENT SCHEDULING GUIDELINES

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## Policies and Procedures

Please note these are only scheduling guidelines as each venue may have additional policies and procedures for its particular area.

## Who Schedules the Events into the LUC Lobby and Designated Classrooms?

The Longview University Center coordinates the event scheduling functions for the LUC Lobby and classrooms. **Until after Census Date (approximately 2 weeks after the start of each fall and spring semester), events can only be scheduled into academic space on weekends and after 4:00 p.m. See *Room Assignment Priority for Events* below.**

## Who can Request an Event in the LUC Lobby and Designated Classrooms?

Any group that is part of a University department can request space through [Astra](#), or a student organization registered with Student Engagement can request the UC through [Patriots Engage](#).

Community organizations are also permitted to request the LUC Lobby and designated classrooms without the necessity of a joint sponsored use agreement.

## How and When to Submit an Event Request?

- 10-day lead time for faculty and staff – requested through [Astra](#)
- 14-day lead time for registered student organizations – requested through [Patriots Engage](#)
- 10-day lead time for community members – requested through the [online request forms](#)

Upon receipt of a request, Scheduling & Conference Services will send an email with acknowledgment that the event request has been received. This acknowledgment is not confirmation.

- If the request is denied, an email notification stating the reason will be sent to the event contact.
- The majority of the time, faculty and staff events will be held in a *pending* status. The event contact will receive an email stating this along with a **link to the Event Management Coordination (EMC) form that needs to be completed**. This will provide Event Management with additional information about the event. **The event will not be approved and scheduled until the form has been completed and approved by Facilities, Environmental Health & Safety, and the UT Tyler Police Department.**
- If the request is scheduled, a confirmation email is sent to the event contact. This confirmation can be used to double-check event information and resources and document the approved use of the room. **Room requests are not approved until the confirmation is issued.** Inquiries should be sent to [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu).

## Emergency Closure

If the University experiences an emergency closing due to weather, utility failure, or other unforeseen disaster, the event is considered canceled. Events will not be scheduled on official University holidays.

## Room Assignment Priority

Below is the scheduling priority for academic space. Event requests will be processed in the order in which they are received. Weekend requests and requests after 4:00 p.m. can be scheduled prior to the Census Date of each fall and spring semester.

### Registrar's Office will Open Course Scheduling

1. Academic courses
2. Academic Success: SI Sessions, PASS Tutorials

### Prior to the Start of School (Check with [getconnected@uttyler.edu](mailto:getconnected@uttyler.edu) for the date)

3. Student organizations can request **weekends** and **weekdays only after 4:00 p.m.**

### After Census Date

4. General-use meetings and other events (departments, student organizations, etc.)
5. Joint-sponsored events

### Final Exams Week (fall and spring semesters)

No general meetings, weekly tutorials, etc. will be scheduled for final exams week until the Registrar's Office has completed the final exam schedule. Even then, events will be held to a minimum with only tutorials, SI Sessions, etc. being scheduled.

### Summer Scheduling

1. Summer Camps
2. Joint-sponsored events
3. General-use meetings and other events
4. Courses (If a course MUST have a particular room [supplies stored in closet, etc.] and that room is already scheduled for a large event, please contact [clewis@uttyler.edu](mailto:clewis@uttyler.edu).)

There are no "guaranteed" spaces except for credited academic courses and their final exams. Requests for specific rooms or spaces will be honored when possible. If a specific room is no longer available, The Longview University Center reserves the right to reassign space when necessary and to identify suitable alternative space for the original reservation.

## Emergency Closure

If the University experiences an emergency closing due to weather, utility failure, or other unforeseen disaster, the event is considered canceled. Events will not be scheduled on official University holidays.

## Event Sponsor/Contact Responsibility

The sponsoring registered student organization or department is responsible for the information provided. When making a reservation, a designated contact person responsible for the proper conduct of the event is required.

The type of activity(ies) at the event may not be changed from that requested without prior written approval from The Longview University Center. Specifically, an event may not be changed from those identified above as compatible to those listed as non-compatible.

A reservation does not provide event support services such as catering or security. These items are examples of extra services that may be arranged on a fee-for-service basis. The event sponsor/contact is responsible for the

planning and coordination of all event-related arrangements. Under no circumstances is furniture or other property to be removed from the room or removed from other rooms. The sponsor is responsible for any extra cleanup fees or damages to the facility incurred during the course of the event or during the event set-up and take-down. Any items brought in for the event should be removed promptly and the room returned to its original arrangement.

Failure to adhere to these policies may subject the event sponsor to pay for damages and/or restriction of space usage privileges.

### Expectations

All users of academic space are expected to leave the space and its equipment in good order – tables and chairs straightened, electronic equipment shut off, and taking away or disposing of everything one came in with, such as soda/food containers, newspapers, etc. Users are also expected to take extra care that no damage is done to the academic space, furniture, or equipment and that the room is returned to a class-ready condition. If possible, the room needs to be locked upon leaving.

### Decorations

Items may not be affixed to walls, windows, floor or ceiling or other surfaces of the facility with tape, sticky adhesive or any material that will damage the surface or leave markings. Banners or posters are not allowed to be hung on the outside of the building. **Prohibited items include, but are not limited, to confetti, glitter, silly string, and rice. The use of these items will result in an additional cleaning fee.**

### Facilities Information

Classrooms are provided in "as is" condition. If furniture is rearranged, it must be placed back in its default setting.

The Department of Facilities is responsible for setting up the event. [Click for a blank layout of the LUC Lobby](#). For questions or additional information and to submit the diagram of your setup no later than two (2) weeks prior to the event date, email [clewis@uttyler.edu](mailto:clewis@uttyler.edu).

### Classroom Equipment and Features

The scheduled use of the room includes seating space and use of any lectern-mounted microphone, accessible projectors, and other accessible equipment. Each classroom has Zoom video conferencing capabilities.

All classrooms have technology and support equipment permanently installed. Existing technology or systems may not be opened or modified in any way. Use of the room **does not** include access to locked equipment. Classroom storage, equipment rooms, and projection booths are **not** included in the reservation and entry into these areas is not authorized. Teaching assistants and graduate students who have access to the locked equipment for course usage and support are not authorized to access the locked areas for event usage.

Laptops/notebooks or other computing devices connected to University networks must adhere to [UT Tyler IT Policies and Procedures](#).

### Teleconferencing

General purpose classrooms do not have telephone conferencing capability.

### Web Conferencing

Teams and Zoom offer video conferencing. They work across desktop, tablet, mobile and room systems.

### **Food Service/Catering**

Sodexo is UT Tyler's on-campus food service provider. Click to view [Sodexo's Catering Website](#).

If academic space is not left as it was found, food and beverage use may be subject to additional cleanup/custodial charges by Facilities.

### **Alcohol**

If alcohol is being served at the event, it is mandatory [vbond@uttyler.edu](mailto:vbond@uttyler.edu) be contacted. Permission via the Event Management Coordination (EMC) form must be received in order for alcohol to be served at the event, and UT Tyler Police Department (UTPD) is required to be onsite (additional charge to client). All other requirements found in Section 10 of the [Event Procedure Manual](#) must be followed.

### **Smoking**

As of August 2016, the University of Texas at Tyler will be a smoke- and tobacco-free campus. All students, staff, faculty, and visitors are prohibited from smoking and using, selling, free distributing, and advertising tobacco products and electronic cigarettes in all facilities and on all University properties. For more information, please refer to [UT Tyler - Tobacco-Free Campus](#).

### **Campus Carry Policy**

For UT Tyler's Concealed Handgun Policy, Effective August 1, 2016, click [Campus Carry Policy](#).

### **Porter Service and Excessive Cleaning**

At no additional cost, the Facilities department will provide a porter service for all internal events serving food or for large events. Extraordinary cleanup, or any damage incurred, will be billed to the department.

## **ADDITIONAL INFORMATION FOR REGISTERED STUDENT ORGANIZATIONS**

### **Registered Student Organization Reservations**

Only registered student organizations are allowed to request space on campus. Please refer to the [Student Organization Guidelines](#) for additional details. **There is a 14-day lead time for requests through [Patriots Engage](#).**

### **Publicity, Signs and Flyers**

All signs, posters, and fliers must be approved by Student Engagement unless they are posted on a bulletin board or other designated location that is occupied and controlled by an academic or administrative unit per chapter 6, section 6-506. Please refer to [UT Tyler's Student Organization Handbook](#) for bulletin board posting locations.

[Posting Guidelines](#) will help determine if a student organization's sign/flyer/poster or banner is ready for approval.

### **Porter Service and Excessive Cleaning**

Extraordinary cleanup or any damage incurred from event usage will be billed directly to the student organization responsible. Additionally, the organization may be referred to Student Engagement for potential disciplinary review. Scheduling and Student Engagement reserve the right to deny future use of this venue based on these circumstances.

### **Insurance**

Questions regarding student organization insurance should be addressed to Student Success (903) 566-7018.

## **ADDITIONAL INFORMATION FOR COMMUNITY MEMBERS**

### **Community Member Reservations**

As outlined in the UT Tyler Handbook of Operations, the Alumni House is designated as “Special Use Facility” by the President. They may be available for public use only when there is a clear connection to the mission of the university. For requests submitted by community organizations, there is a minimum notice of 14 days required, with a maximum booking window of up to 90 days in advance.

Community members requesting space are required to:

1. Request space using our the [online request forms](#).
2. Sign a Facilities Use Agreement
3. Pay usage fee and additional support services fee
4. Provide the Risk Manager with a certificate of insurance evidencing insurance coverage as indicated in the Facilities Use Agreement.

Upon receipt of a request, Scheduling & Conference Services will send an email with acknowledgment that the event request has been received. This acknowledgment is not confirmation. An event record will be created in our scheduling software and placed in a "pending" status to remove the room from inventory.

A Facilities Use Agreement will be created and sent to the event contact for review. As soon as the agreement has been executed by both parties, the event status will be changed to “scheduled.” An email confirmation will be sent to the event contact. Inquiries should be sent to [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu).

### **UT Tyler Provides the Following Amenities/Services**

UT Tyler can provide, at an additional cost, the following amenities/services

- Porter services
- Extra trashcans
- Onsite police presence
- UT System Tenant User Liability Insurance Policy

### **Facility Usage Fee**

The [UT Tyler Use Fee Schedule 2025-2026](#) provides pricing information. Contact [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu) for a quote.