

# BRAITHWAITE RECITAL HALL & MEADOWS GALLERY LOBBY

## 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 area.

### **Who Schedules the Events in the Braithwaite Recital Hall and Meadows Gallery Lobby?**

Scheduling & Conferences Services coordinates with the Director of Performing Arts to schedule events in the recital hall and lobby.

### **Who can Request an Event in the Braithwaite Recital Hall and Meadows Gallery Lobby?**

The primary use of the Braithwaite Recital Hall is to function, first and foremost, as a recital and rehearsal venue for the students, faculty, and staff of the School of Performing Arts. It is the responsibility of the School of Performing Arts to maintain that these specific needs and University curriculum requirements take priority before reviewing and approving outside requests.

### **How and When to Submit an Event Request?**

Events are requested through [Astra](#). The required lead time for faculty and staff is 10 days with an allowable max of 365 days in the future for requests. The School of Performing Arts will assign a student worker to be at each approved event.

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

- If your request is denied, you will receive email notification stating the reason your event was declined.
- If your request is scheduled, you will receive a confirmation email. This confirmation can be used to 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.

### **Event Sponsor/Contact Responsibility**

The sponsoring organization or department is responsible for the information provided. When making a reservation, you will be required to designate a contact person who is responsible for the proper conduct of the event and for returning the space to its original configuration.

The type of activity of the event may not be changed from that requested without prior written approval from the Scheduling & Conference Services.

A reservation does not provide event support services such as A/V equipment, catering, or security. These items are examples of extra services that may be arranged on a fee-for-service basis. The 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 organization to deposit charges and/or restriction of space usage privileges.

### **Expectations**

All users are expected to leave the recital hall and lobby in good order. Users are also expected to take extra care that no damage is done to the piano or other equipment and that the room is returned as it was found.

**No moving, touching, or placing items on the piano. If the piano needs to be moved, the School of Performing Arts will make arrangements.**

### **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**

The recital hall is also used for academic courses. If food is being served in the Meadows Gallery Lobby, a porter will be assigned to the event.

If you find the temperature in the room uncomfortable, you can contact the Physical Plant at (903) 566-7030.

### **Stage Size**

The stage is approximately 12 feet x 35 feet.

### **Braithwaite Dressing Rooms**

The Braithwaite dressing room can be made available upon request and is reserved on an hourly basis. A reservation of the Braithwaite Recital Hall does not ensure use of the dressing room. The dressing room is outfitted with a single bathroom to include a shower stall. The counter comfortably seats three people and features lit mirrors. The University is not liable for items lost, stolen, or damaged while stored in the dressing room.

### **Food Service/Catering**

No food or drink is allowed inside the Braithwaite Recital Hall. However, you can serve food and drink in the Meadows Gallery Lobby.

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

### **Alcohol**

If alcohol is being served at your event, it is mandatory you contact [vbond@uttyler.edu](mailto:vbond@uttyler.edu). Permission must be received in order for alcohol to be served at your event, and UT Tyler Police Department (UTPD) is required to be onsite (additional charge to client). All other requirements found in Section 8 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 property. 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](#).

### **Custodial and Setup/Teardown Fees**

Setup of tables in the Meadows Gallery Lobby is provided by the School of Performing Arts. Any use of hallways should not restrict access or interfere with any other areas.

If additional custodial and setup/teardown is needed, the School of Performing Arts may refer you to Scheduling & Conference Services.

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

Porter services are provided by the Facilities Department. Extraordinary cleanup, or any damages incurred from event usage, will be billed accordingly.

## **ADDITIONAL INFORMATION FOR STUDENT ORGANIZATIONS**

### **Student Organization Reservations**

Only registered student organizations are allowed to request space on campus. Please refer to the [Student Organization Guidelines](#) for additional details. To request the use of the recital hall, contact Student Life & Leadership (SL&L) at (903) 565-5645 or email [getconnected@uttyler.edu](mailto:getconnected@uttyler.edu). **There is a 14-day lead time for requests.**

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

Extraordinary cleanup, or any damages incurred from event usage, will be billed to the individual student organization. The organization will also be referred to Student Engagement for possible disciplinary action. Scheduling & Conference Services and Student Engagement reserve the right to refuse future use of this venue.

## **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.

## **Insurance**

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

## **ADDITIONAL INFORMATION FOR EXTERNAL CLIENTELE**

### **External Clientele Reservations**

As outlined in the UT Tyler Handbook of Operations, the OAC Ballroom is designated as a “Special Use Facility” by the President and is available for public use but only if it has a nexus to the mission of The University of Texas at Tyler. There is a minimum of 10-days in advance and an allowable max of 90-days in the future for external clientele requests.

External clientele requesting space are required to:

1. Request space using our online scheduling process
2. Sign a Facilities Use Agreement
3. Pay usage fee and additional support services fee, if required
4. Provide to the Risk Manager 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 acknowledgment that your event request has been received. This acknowledgment is not a 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).

### **Facility Usage Fee**

The Braithwaite Recital Hall facility usage fee is \$350 for three (3) hours. This does not include any fees for a porter provided by Services Solutions, which may be needed. If your event requires more than three (3) hours, Scheduling & Conference Services can provide you with a quote.