The University of Texas at Tyler
Longview University Center (LUC)
In-House Departmental Event/Facility Request Form

Department Name _________________________________________________________________

Event title ________________________________________________________________________

Event Date(s) _______________  ________________  _________________  ___________________

Room(s) Requested (Circle) conf. room 100, computer lab 113, classroom 122, classroom 211,
conf. room 216, other indoor space _________________, outdoors _________________

Event Start Time ___________________________  Event End Time ___________________________

Expected Attendance _____________  Date Request Submitted _____________________________

Description of Event & Set-up Needs (attach diagram as necessary) ___________________________

___________________________________________________________________________________

___________________________________________________________________________________

Contact Person  ________________________________________ Office Phone __________________

Email Address _____________________________ Cell Phone ________________________________

Submit this form two weeks in advance to Christy Lewis, who will confirm space availability and enter
the event into the LUC calendar and Astra. In most cases, room assignments are made on a first-
come, first-served basis. Contact info: clewis@uttyler.edu, 903-663-8105 (office), 903-663-8104 (fax)

After your request for space is confirmed and a couple of days in advance of your event:

Remember to touch base with Christy Lewis to confirm table and chair set-up, Chris Martin for
internet hook-up, projector, P.A. needs, and other LUC staff members as necessary for your event.

The University of Texas at Tyler policy related to the use of facilities can be found at the following
website:http://www.uttyler.edu/mopp/documents/7UseOfUniversityPropertyRoomsandSpaces.pdf.
This policy supersedes any other policy, decisions, or directions given by University personnel, event
organizers, students, faculty, staff, or anyone other than the LUC Executive Director or emergency
personnel acting in the course of their duties.

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For office use only - Date received: _______________ Date department notified: _______________
Room(s) assigned: _________________  Date entered into Astra and LUC calendar _________________