

EXTERNAL CLIENT REFERENCE GUIDE

As outlined in the UT Tyler Handbook of Operations, those facilities designated as “Special Use Facilities” by the President are available for public use. Use of such rooms and facilities should be scheduled by the contact person or office responsible for the specific building or facility.

Location	Scheduling Office	How to Schedule
Alumni House	Scheduling & Conference Services eventmgmt@uttyler.edu	Click to Request then Scroll Down to Type of User and Select Location
Athletic Fields and Facilities	Athletics jreilly@uttyler.edu	
Braithwaite Recital Hall and Art History Lecture Room	Scheduling & Conference Services eventmgmt@uttyler.edu	
Herrington Patriot Center (to include the pool)	Recreational Facilities hpc@uttyler.edu	
Ornelas Activity Center	Scheduling & Conference Services eventmgmt@uttyler.edu	
Patriot Plaza		
Vaughn Auditorium to include Green Room and White Lobby	Cowan Fine and Performing Arts Center ehutson@uttyler.edu	ehutson@uttyler.edu
White Lobby and/or Green Room (only)	Scheduling & Conference Services eventmgmt@uttyler.edu	Click to Request then Scroll Down to Type of User and Select Location

External clientele requesting space will be required to complete the following:

1. Request space using our online scheduling process (if location is in our scheduling software) or contact UT Tyler office directly
2. Sign a Facilities Use Agreement
3. Pay a usage fee (if required)
4. Provide to the Risk Manager a certificate of insurance evidencing insurance coverage as indicated in the Facilities Use Agreement.

Contact information for each of the UT Tyler venues is listed above. If additional assistance is needed, please contact eventmgmt@uttyler.edu.