

UT Tyler Use Fee Schedule 2023-2024

Location	Use Fee	Contact Email
HERRINGTON PATRIOT CENTER LOCATIONS AND FIELDS		
Aerobics Room	\$50/hour or \$250/day	mcgill@uttyler.edu All rates are subject to change 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. Tables and chairs may be rented from HPC on a limited basis to campus groups only. All HPC 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	
Pool & Spa (exclusive use after-hours)	\$350/2 hours (\$100 each additional hour)	bbrunson@uttyler.edu All rates are subject to change. Rental includes staffing. Students/Faculty/Staff 20% off Facility Fee Student Orgs and University Offices \$50% off Facility Fee Additional Tables/Chairs (\$15) Sodexo offers 30% discount
Pool & Spa (shared space during business hours; 20-person limit)	\$225/2 hours (\$100 each additional hour)	
ALUMNI HOUSE (NOT WEDDINGS)		
Monday - Friday (Audio Visual assistance prior to meeting is included; porter/cleaning services not included)	Based on estimated attendance Up to 25 \$750 Up to 50 \$950 Up to 100 \$1,125 Up to 149 \$1,400 150+ \$1,650	eventmgmt@uttyler.edu
Saturday and Sunday (Audio Visual assistance prior to meeting is included; porter/cleaning services not included)	Based on estimated attendance Up to 25 \$1,200 Up to 50 \$1,500 Up to 100 \$1,925 Up to 149 \$2,300 150+ \$2,550	
PATRIOT PLAZA AND LAWN PRICING (NOT WEDDINGS)		
Patriot North Plaza	\$80 per hour	eventmgmt@uttyler.edu
Patriot Plaza	\$100 per hour	
Alumni Green	\$70 per hour	

Location	Use Fee	Contact Email
BRAITHWAITE RECITAL HALL		
Braithwaite Recital Hall and Meadows Gallery Lobby	\$350 for 3 hours (email for cost if needed longer)	eventmgmt@uttyler.edu
COWAN CENTER		
Vaughn Auditorium	Email for information	ehutson@uttyler.edu
White Lobby		eventmgmt@uttyler.edu
Green Room		
ADDITIONAL FEES		
Cowan Center		
Technical Director	\$40/hour (external/joint sponsored clients)	mstephens@uttyler.edu
Auditorium Technical Labor/Rentals	Email for pricing estimate	mstephens@uttyler.edu
House Manager	\$35/hour (Required for Vaughn events or any external/joint sponsored event in any Cowan location)	ehutson@uttyler.edu
Cowan Tables and Chairs (Faculty/Staff @ ½ price)	6' round tables \$5/each 6' rectangle tables \$5/each Cocktail Tables \$5/each Chairs \$2/each	cowan@uttyler.edu
Ticket Events	Email for pricing estimate	cowan@uttyler.edu
Catering	903.566.7244	jamie.dowdy@sodexo.com
Certified Crowd Manager	\$10/hour/crowd manager	eventmgmt@uttyler.edu
Housekeeping & Setup (External clients only)	\$22.50 hour/housekeeper (3-hour minimum)	eventmgmt@uttyler.edu
HPC Tables and Chairs (Faculty/Staff @ ½ price)	5' round tables \$2/each Chairs \$1/each	rmcgill@uttyler.edu
Security Onsite Provided by UT Tyler Police Department	\$55/hour/officer (2-hour minimum)	bstanderfer@uttyler.edu

Contact information for each item is listed above. If additional assistance is needed, please contact eventmgmt@uttyler.edu.

Fees are Subject to Change