

COWAN CENTER VENUES

(VAUGHN AUDITORIUM, GREEN ROOM, AND WHITE LOBBY)

EVENT SCHEDULING GUIDELINES

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 in the Vaughn Auditorium?

The Cowan Fine and Performing Arts Center is the scheduling department for the Vaughn Auditorium, which will take the White Lobby and Green Room offline for requesting. All event details, to include the White Lobby and Green Room, will be handled through this department.

Who Schedules the Events only needing the White Lobby and/or Green Room?

Scheduling & Conference Services is responsible for scheduling the White Lobby and Green Room if the Vaughn Auditorium is not needed as well. All event details will go through Scheduling & Conference Services.

Who can Request an Event in the Cowan Center?

Any individual, group, association, or corporation as well as registered student, faculty, or staff organizations and UT Tyler colleges, schools, departments, or other budgeted agencies may request use of the Cowan Center. Fees could apply.

How and When to Submit an Event Request?

Cowan Center performances have priority scheduling. All faculty or staff events are requested through [Astra](#) and require a 10-day lead time. Completion of the event request form does not guarantee your request will be scheduled since there must be at least twelve (12) hours of down time in between events.

Upon receipt of a request, the Cowan Fine and Performing Arts Center 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.
- **The majority of the time, your event will be placed in a *pending* status. You will receive an email stating this with a link to a form you will need to complete asking for more information about your event. Your 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.**
- When 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 cowan@uttyler.edu or eventmgmt@uttyler.edu depending upon the location(s) needed.

Facility Contacts

For questions regarding an event, please refer to the following contact list:

- Office of Cowan Center Executive Director
(903) 566-7191

- Cowan Center Management Office
(903) 566-7141
- Ticketed Events
(903) 566-7424
cowan@uttyler.edu
- Usher Training
(903) 566-7424
- Vaughn Auditorium Setup to include Audio Visual Support
(903) 566-7269
- White Lobby/Green Room Setup
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.

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.

The type of activity of the event may not be changed from that requested without prior written approval from the Cowan Fine and Performing Arts Center department. 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 sponsor to deposit charges and/or restriction of space usage privileges.

Arrange Mandatory Support Services

A reservation does not provide event support services such as catering, porter services, house manager, or security. These items are examples of extra services that should be arranged on a fee-for-service basis.

The contact is responsible for arranging and paying for separately (if not part of the Cowan Center's facility usage fee), the following support services. Please note that some of the services are MANDATORY and may have an ADDITIONAL COST.

- Deliveries and/or Pick-ups
The event contact must be onsite for all deliveries and/or pick-ups and coordinate these times with Cowan staff.
- Facility Cleaning (Mandatory Item)
If using the Cowan Vaughn Auditorium, porter service is mandatory. UT Tyler's Facilities Department is over housekeeping and porter services. For an estimate, call (903) 566-7290.

- House Manager (Mandatory Item)
A House Manager is mandatory for all events (except for rehearsals and setups). Please coordinate event details with House Manager at (903) 566-7424 once date has been approved and event scheduled.
- Trained Ushers (Mandatory Item with Possible Additional Cost)
All events in the Vaughn Auditorium require trained ushers. To check on training volunteers or for availability of Red Coat Ushers (at an additional cost), please contact House Manager at (903) 566-7424.
- Campus Security (Mandatory Item with Additional Cost)
The UT Tyler Police Department (UTPD) provides security at all events in the Vaughn Auditorium. Please contact bstanderfer@uttyler.edu to get an estimate or for any questions you may have.

The number and type of officer required at your event will be determined by UTPD.

- Black Curtain for Vaughn Auditorium
In order to make the Vaughn Auditorium have a more intimate atmosphere changing the house size to 900 seats, a black curtain can be installed at a cost to the user of \$1,000 (est.). Please contact Mike Stephens at mstephens@uttyler.edu if you need to arrange for installation.
- Vaughn Auditorium Technical Requirements
The Cowan Center technical staff can help with needs such as sound, lighting, staging, etc. For a cost estimate on technical requirements in the AUDITORIUM, please contact Mike Stephens at (903) 566-7269 or mstephens@uttyler.edu.
- Food Service/Catering (Additional Cost)
Sodexo is UT Tyler's on-campus food service provider. Click to view [Sodexo's Catering Website](#).
- Ticketed Events (Possible Additional Cost)
For any event that will be ticketed, please contact the Cowan Center Box office for policy and fees at (903) 566-7424.
- White Lobby/Green Room Setup/Teardown Provided by UT Tyler's Facilities Department
Event setup details need to be added to the Astra event request form. An estimate can be provided.
- White Lobby/Green Room Audiovisual
Any audiovisual equipment needed for the White Lobby or Green Room may need to be rented from an outside vendor at the cost to the event.
- Blocked Parking on Campus
For the first two (2) weeks of each fall and spring semesters, NO blocked parking requests will be approved by Parking and Transportation. Parking spaces on Tuesdays and Thursdays are extremely limited and may not be approved depending upon the number of spaces requested. Please consider Monday, Wednesday, or Friday.

Blocked parking can be requested Monday – Friday from 8:00 a.m. – 2:00 p.m. Requests after 2:00 p.m. and on weekends will not be approved. To reserve parking on campus, [log into Astra and complete the PARKING request form](#).

Alcohol

If alcohol is being served at your event, it is mandatory you contact 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 9 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](#).

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 any of the Cowan Center venues, contact Student Engagement at (903) 565-5645 or email getconnected@uttyler.edu. **There is a 14-day lead time for requests through Patriots Engage.**

ADDITIONAL INFORMATION FOR COMMUNITY MEMBERS

Community Member Reservations

As outlined in the UT Tyler Handbook of Operations, the Cowan Center venues are designated as a "Special Use Facilities" by the President and are available for public use for a fee.

- [House Manager \(Mandatory Item\)](#)
A House Manager is mandatory (\$35/hour) for all events (except for rehearsals and setups).
- [Vaughn Auditorium Technical Requirements](#),
The Cowan Center technical staff (\$40/hour) can help with needs such as sound, lighting, staging, etc.

The community member looking to reserve space at the Vaughn Auditorium can contact Melanie Mogle at cowan@uttyler.edu.

Community members looking to reserve only the White Lobby and/or Green Room can contact Scheduling & Conference Services at eventmgmt@uttyler.edu.