

# UT Tyler Use Fee Schedule 2024-2025

Venue	Use Fee	Contact Email
<b>HERRINGTON PATRIOT CENTER</b>		
<b>Locations</b>		
Aerobics Room	\$50/hour or \$250/day	<a href="mailto:rmcgill@uttyler.edu" style="color: #8B4513;">rmcgill@uttyler.edu</a> All rates are subject to change  <b>University Offices</b> will be charged 50% of facility fee.  Efforts will be made to not charge <b>student organizations</b> when possible. However, all HPC staffing, and utility costs will be charged to organizations to cover HPC expenses.  Tables/chairs may be rented on a limited basis to campus groups only.  All 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)	
Pool & Spa (shared space during business hours; 20-person limit)	\$225/2 hours ((\$100 each additional hour)	<a href="mailto:bbrunson@uttyler.edu" style="color: #8B4513;">bbrunson@uttyler.edu</a> All rates are subject to change.  Rental includes staffing.  <b>Students/Faculty/Staff</b> 20% off Facility Fee  <b>Student Orgs and University Offices</b> \$50% off Facility Fee  Additional Tables/Chairs (\$15)  Sodexo offers 30% discount
<b>Furniture Rentals</b>		
HPC Tables and Chairs	5' round tables      \$2/each Chairs                      \$1/each	<a href="mailto:rmcgill@uttyler.edu" style="color: #8B4513;">rmcgill@uttyler.edu</a> <b>Faculty/Staff</b> 50% off
<b>ALUMNI HOUSE</b>		
Monday - Friday (Audio Visual assistance during work hours prior to meeting is included; porter/housekeeping services are 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 (or \$100/hour, whichever is least expensive)	<a href="mailto:eventmgmt@uttyler.edu" style="color: #8B4513;">eventmgmt@uttyler.edu</a> (Weddings are not hosted in this venue.)
Saturday and Sunday (Audio Visual assistance during work hours prior to meeting is included; porter/housekeeping services are 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 (or \$300/hour, whichever is least expensive)	
<b>PATRIOT PLAZA AND ALUMNI GREEN</b>		
Patriot Plaza	\$100/hour	<a href="mailto:eventmgmt@uttyler.edu" style="color: #8B4513;">eventmgmt@uttyler.edu</a> (Weddings are not hosted in this venue.)
Alumni Green	\$70/hour	

Venue	Use Fee	Contact Email
<b>BRAITHWAITE RECITAL HALL</b>		
Braithwaite Recital Hall and Meadows Gallery Lobby	\$350 for 3 hours (email for cost if needed longer)	<a href="mailto:eventmgmt@uttyler.edu">eventmgmt@uttyler.edu</a>
<b>COWAN CENTER</b>		
<b>Locations</b>		
Vaughn Auditorium	Email for information	<a href="mailto:cowan@uttyler.edu">cowan@uttyler.edu</a>
White Lobby		
Green Room		
<b>Services &amp; Furniture Rentals</b>		
Technical Director	\$40/hour (external/joint sponsored clients)	<a href="mailto:mstephens@uttyler.edu">mstephens@uttyler.edu</a>
Auditorium Tech; Labor/Rentals	Email for pricing estimate	
House Manager	\$35/hour (required for all events)	<a href="mailto:cowan@uttyler.edu">cowan@uttyler.edu</a> <b>Faculty/Staff</b> 50% of fee
Cowan Tables and Chairs (Only used at the Cowan)	6' round tables \$5/each 6' rectangle tables \$5/each Cocktail tables \$5/each Chairs \$2/each	
Ticket Events	Email for pricing estimate	
<b>PORTER SERVICES &amp; SETUP/TEARDOWN</b>		
Housekeeping (Joint-sponsored and community events only)	\$30.00/hour/person (3-hour minimum)	<a href="mailto:eventmgmt@uttyler.edu">eventmgmt@uttyler.edu</a>
Setup and Teardown (Joint-sponsored and community events only)	<50 people \$50 >50 people \$100	
<b>ADDITIONAL FEES</b>		
Catering	903.566.7244	<a href="mailto:jamie.dowdy@sodexo.com">jamie.dowdy@sodexo.com</a>
Certified Crowd Manager	\$25/hour/CCM	<a href="mailto:eventmgmt@uttyler.edu">eventmgmt@uttyler.edu</a>
Event Management Administrative Fee	\$50 flat rate	<a href="mailto:eventmgmt@uttyler.edu">eventmgmt@uttyler.edu</a>
Security Onsite Provided by UT Tyler Police Department	\$55/hour/officer (2-hour minimum)	<a href="mailto:eventmgmt@uttyler.edu">eventmgmt@uttyler.edu</a>

Contact information for each item is listed above. If additional assistance is needed, please contact [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu).

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