

## SECTION 4

### HOW TO REQUEST SPACE

All student organization event requests must go through [UT Tyler Patriots Engage](#).

Locations and Coordination scheduled by Scheduling & Conference Services (SCS).

Location / Service	Event Request Form Name	Contact Information
Academic Space	(1) Academic (2) A Basic Academic Short Form	<a href="mailto:eventmgmt@uttyler.edu">eventmgmt@uttyler.edu</a>
Alumni House* (*Bill Barrett Library – President’s use only)	ALH	
Braithwaite Recital Hall	Braithwaite Recital Hall	
COB & WTB Atrium / Lobbies	Academic	
Cowan Green Room	Cowan White Lobby / Green Room	
Cowan White Lobby	Cowan White Lobby / Green Room	
Outdoor Locations	Outdoors	
Patriot Plaza	Outdoors	
Student Success Conference Room (UC 3322)	UC	
University Center	UC	

Locations scheduled by the appropriate departments BUT coordinated through SCS.

Location	Event Request Form Name	Contact Information
Some Academic Locations	Academic	<a href="mailto:eventmgmt@uttyler.edu">eventmgmt@uttyler.edu</a>
Conference/Seminar Rooms (Not all reserved via Astra)	Academic	
Physics/Chemistry Labs	Academic	
Ratliff Suites (RBS 4015, RBS 4017)	Academic	

*Space reservations are subject to change upon university requirements.*

Locations and coordination scheduled by the appropriate department.

Location / Services	Event Request Form Name	Contact Information
Athletic Fields (not IM Field)	Athletic Venues	<a href="mailto:jreilly@uttyler.edu">jreilly@uttyler.edu</a> 903.565.5816
Career Success Conference Room (UC2144)	UC	<a href="mailto:jpharr@uttyler.edu">jpharr@uttyler.edu</a> 903.566.7352
COB 180 (Welcome Center)	Academic	<a href="mailto:swalker@uttyler.edu">swalker@uttyler.edu</a> 903.566.7441
COB Dean's Event Room (COB307)	Academic	<a href="mailto:jhelpers@uttyler.edu">jhelpers@uttyler.edu</a> 903.566.7360
COB Executive Classroom (COB321)	Academic	
Cowan Center Vaughn Auditorium (to include White Lobby & Green Room)	Cowan Vaughn	<a href="mailto:cowan@uttyler.edu">cowan@uttyler.edu</a> 903.565.5866
Health Campus <u>1<sup>st</sup> Floor</u> Presidential Event Center (PEC): H127/128 Teaching Kitchen: H140 Classroom: H104 Classroom: H105	Teems Software	<a href="mailto:rjames@uttyler.edu">rjames@uttyler.edu</a> 903.877.1704 <a href="mailto:carrie.arneson@uttyler.edu">carrie.arneson@uttyler.edu</a> 903.877.7561
Health Campus <u>2<sup>nd</sup> Floor</u> Classroom: H209 Classroom: H210	Teems Software	<a href="mailto:kit.covington@uthct.edu">kit.covington@uthct.edu</a> 903.877.1401 <a href="mailto:mildred.hollowell@uttyler.edu">mildred.hollowell@uttyler.edu</a> 903.877.1459
Health Campus <u>2<sup>nd</sup> Floor</u> Conference Room: H213 Conference Room: H214	Teems Software	<a href="mailto:aidee.ledezma@uttyler.edu">aidee.ledezma@uttyler.edu</a> 903.877.1443 <a href="mailto:mildred.hollowell@uttyler.edu">mildred.hollowell@uttyler.edu</a> 903.877.7561
Health Campus <u>2<sup>nd</sup> Floor</u> Independent Study Room: H222 Independent Study Room: H223 Independent Study Room: H224	Teems Software	<a href="mailto:ymwazae@uttyler.edu">ymwazae@uttyler.edu</a>
Health Campus <u>2<sup>nd</sup> Floor</u> Project Suite: H225 Instructional Suite: H226 Conference Room: H235	Teems Software	<a href="mailto:kit.covington@uthct.edu">kit.covington@uthct.edu</a> 903.877.1401 <a href="mailto:mildred.hollowell@uttyler.edu">mildred.hollowell@uttyler.edu</a> 903.877.1459
Health Campus <u>2<sup>nd</sup> Floor</u> Resident's Conference Room: H236	Teems Software	<a href="mailto:grace.dickey@uthct.edu">grace.dickey@uthct.edu</a> 903.877.1418 <a href="mailto:mildred.hollowell@uttyler.edu">mildred.hollowell@uttyler.edu</a> 903.877.1459
Houston Campus	Academic	<a href="mailto:malwaidh@uttyler.edu">malwaidh@uttyler.edu</a>
HPC Locations	HPC Recreation	<a href="mailto:hpc@uttyler.edu">hpc@uttyler.edu</a>
Intramural Field		
Library Computer Room (LIB422)	Academic	<a href="mailto:tbrown@uttyler.edu">tbrown@uttyler.edu</a> 903.566.7161
Longview University Center	Academic	<a href="mailto:clewis@uttyler.edu">clewis@uttyler.edu</a> 903.563.8105

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Location / Services	Event Request Form Name	Contact Information
Ornelas Activity Center	OAC (UA staff/faculty only)	<a href="mailto:akaiser@uttyler.edu">akaiser@uttyler.edu</a>
Palestine Campus	Academic	<a href="mailto:ewallace@uttyler.edu">ewallace@uttyler.edu</a> 903.727.2315
Parking (Blocked)	Parking	<a href="mailto:parking@uttyler.edu">parking@uttyler.edu</a>
PHE Gym	HPC Recreation	<a href="mailto:hpc@uttyler.edu">hpc@uttyler.edu</a>
Pool	Pool Parties	<a href="mailto:bbrunson@uttyler.edu">bbrunson@uttyler.edu</a> 903.565.5602
Student Engagement Conference Room (UC 3408)	UC	<a href="mailto:jneaves@uttyler.edu">jneaves@uttyler.edu</a> 903.566.5645
W. T. Brookshire Pharmacy Building	WTB Academic (for Pharmacy staff/faculty only)	<a href="mailto:tbevels@uttyler.edu">tbevels@uttyler.edu</a>

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