## **SECTION 3**

## WHO CAN REQUEST SPACE / BUILDING ACRONYMS AND NAMES

Ad Astra is the official scheduling software for UT Tyler. For quick video tutorials on how to complete an Event Request Form in <u>Astra</u>, visit Scheduling & Conference Services' <u>Event Management</u> webpage and select **Video Tutorials**.

To assist with Astra scheduling, below is the list of buildings on campus and their acronym, which is used in the scheduling process.

Building Acronyms and Names					
ALH	Alumni House	ORH	Ornelas Residence Hall		
ARC	Fine Arts Complex	OUT	Outdoors		
ATH	Athletic Venues	PHE	Physical Education		
ВЕР	Biology, Education, Psychology	PHY	Physical Plant		
BRB	Braithwaite Building	РМН	Palestine Mathis Hall		
CAS	College of Arts & Sciences	PV1	Patriot Village		
СОВ	Soules College of Business	RBN	Ratliff Building North		
FAC	Fine Arts Center	RBS	Ratliff Building South		
НРС	Herrington Patriot Center	STE	Stewart Hall		
HPR	Hudnall-Pirtle-Roosth	UC	University Center		
LIB	Robert R. Muntz Library	USC	University Service Center		
LL1	Hudnall-Pirtle-Roosth	VV1	Victory Village		
LUC	Robert R. Muntz Library	WTB	W. T. Brookshire Hall		
OAC	Ornelas Activity Center				

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The following shows who can request which spaces and how they can be requested:

Location	Faculty/Staff	Student	Community Member
Academic Space	Astra Event Request Forms		
Alumni House		UT Tyler Patriots Engage	
Baseball Field			Astra Event Request Forms
Braithwaite Recital Hall			ASTRI EVERT REQUEST FORMS
And Meadows Gallery Lobby			
Cowan Center Vaughn			cowan@uttyler.edu
With White Lobby and Green Room			Astra Event Request Forms
Cowan White Lobby Only	Teems		Astra Event Request Forms
Health Campus	reems		
Houston Campus	Astra Event Request Forms	<u>UT Tyler Patriots Engage</u>	
HPC Gym			
HPC Pool			Astra Event Request Forms
Intramural Field			
Longview University Center			
On-Campus Housing Locations			
Outdoor Locations			<u>Astra Event Request Forms</u>
Palestine Campus			
Parking			
Patriot Plaza		UT Tyler Patriots Engage	
PHE Gym			Astra Event Request Forms
Softball Field			
Location	Faculty/Staff	Student	Community Member
Tennis Courts		UT Tyler Patriots Engage	Astra Event Request Forms
UA-Longview	Astra Event Request Forms		
UA-Palestine			
UA-Tyler			
University Center			
W. T. Brookshire Hall		<u>UT Tyler Patriots Engage</u>	

The University of Texas at Tyler (UT Tyler) facilities listed below have been designated by the President as "Special Use Facilities" and can be used for public use.

- Al and Nancy Jones Auxiliary Gym (PHE Gym)
- o Alumni House
- o Art & Art History Lecture Room (FAC 1009)
- Athletic Fields and Facilities
- o Braithwaite Recital Hall/Meadows Gallery Lobby
- Cowan Center Vaughn Auditorium/Lobbies
- Herrington Patriot Center
- Intramural Field
- Patriot Plaza and Patriot Plaza North

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Priority to the reservation and use of the Special Use Facilities shall be given to activities that are in furtherance of, and related to, the educational, cultural, recreational, and athletic programs of the institutions. As a lower priority, Special Use Facilities may under some circumstances be reserved and used by non-university individuals, groups, associations, or corporations, without necessity of joint sponsorship by UT Tyler. All uses of University facilities shall be in compliance with UT Tyler Handbook of Operating Procedures Section 4.4.1.

## **University Center / Academic Rooms**

The University Center and academic rooms are not considered Special Use Facilities and, therefore, are only available to recognized student organizations and University departments to use for meetings, events, and university business.

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