

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 [Astra](#), visit Scheduling & Conference Services' [Event Management](#) 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
BEP	Biology, Education, Psychology	PHY	Physical Plant
BRB	Braithwaite Building	PMH	Palestine Mathis Hall
CAS	College of Arts & Sciences	PV1	Patriot Village
COB	Soules College of Business	RBN	Ratliff Building North
FAC	Fine Arts Center	RBS	Ratliff Building South
HPC	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		

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.