

# E.H. Hereford University Center and Commons

## Programmable Space and Event Policies

### Programmable Space, or Areas Available for Use

The following spaces are available in the E.H. Hereford University Center (UC) for event purposes, and should be considered programmable space: Blanco, Bluebonnet Ballroom (divides into three smaller rooms), Carlisle Suite (consisting of Academy and Club Room; see note below), Guadalupe, Palo Duro Lounge (see note below), Pecos, Red River/Concho (can be divided), Rio Grande Ballroom (divides into two smaller rooms), Rosebud Theatre, Sabine, San Jacinto/Neches/Pedernales (can be divided into any single room or any combination of two rooms), San Saba/Palo Pinto (can be divided), and Student Government Chambers.

The following spaces are available in The Commons for event purposes, and should be considered programmable space: Nueces (can be divided) follow standard UC reservation protocols. Three (3) preset classrooms, Bosque, Frio, and Caddo, which may only be reserved in two (2) hour blocks (8:00am-10:00am, 11:00am-1:00pm, 2:00pm-4:00pm, 5:00pm-7:00pm, and 8:00pm-10:00pm). Three (3) study rooms: Room 202, Room 203, and Room 204, which are available each Monday for the following week in no more than two (2) hour blocks; and the Lavaca conference room, which will follow standard UC reservation protocols.

University Club is a restaurant in Davis Hall designated for service to staff and faculty. Reservations can be made through Carlisle Catering for events, and some of those events can be supported by UC event personnel, when requested.

Events that take place outside of The Commons or UC, either in another building or outside, are referred to as Off-Site Events. When requested, those events can be supported by UC event personnel.

Programmable Spaces, regardless of location around campus, may only be used with confirmation from the Conference Coordinator. Event services and programmable space may be reviewed and requested by visiting [www.uta.edu/ucenter](http://www.uta.edu/ucenter).