

Host Your Event at the UT Arboretum

Rental information for programs, workshops, and events

Oak Ridge, Tennessee

Facility Amenities

Scheduled meetings, programs, workshops, seminars, etc. are ideal events for the facilities at the UT Arboretum Auditorium, located in the central part of the Arboretum grounds in Oak Ridge, Tennessee. The auditorium features nearly 2,000 square feet of open floor space, with a massive stone fireplace, and large Douglas fir roof beams, giving it a rustic park-like lodge ambiance. The building also has a small kitchen, restroom facilities, and an outdoor porch area. Electricity, wireless communications, whiteboard/projection screen, and parking accommodations for approximately 55 cars are available to service meetings at the site.



The UT Arboretum Auditorium features nearly 2,000 square feet of open floor space.

Available Times

Monday–Saturday from 8:00 a.m. to 30 minutes before dusk except for University of Tennessee holidays, administrative closings, and internal scheduled field days or workshops. Due to traffic logistic constraints no nighttime rentals are allowed at this time.

Furniture Setup

The UT Arboretum Auditorium provides the attached table and chair seating configurations. Other custom configurations may also be considered using our existing furniture inventory. Note: the chosen furniture setup cannot be rearranged by the responsible party/attendees after the initial setup.

Access to Site

Vehicular access to the Arboretum's roads, beyond the Office parking lot, is generally restricted. Meeting arrangements include special driving privileges to and from the meeting site. The driving access route will be posted with appropriate signs and directional arrows.

Special Considerations

The UT Arboretum is first and foremost a research and education facility and nature sanctuary. Please keep this in mind when planning your event. We request that you keep your event as low impact as possible and that all guests show respect for all plant and wildlife in the Arboretum. The UT Arboretum management does not guarantee any anticipated flower blooms or foliage leafout as part of scheduled events.

All Event Rentals are Subject to the Following Stipulations:

- The rental availability time slot includes set up, event time, teardown time and clean-up. Events that exceed the allotted time will be billed an additional fee of \$150/hour.
- Smoking is not permitted in the building.
- Food and alcohol service must be provided by a licensed/bonded vendor - see attached AgResearch Vendor Food Safety Guidelines (1) and UTIA Alcohol Policy (2).
- If more than 100 people will be in attendance at the event, the responsible party must hire a security guard to direct traffic and for crowd control.
- The person responsible for the event, or their designee, must be present throughout the entire duration of event.

Rental Rates*

- One-half day (4 hours): \$300
- Full day (9 hours): \$500
 - 50% of rental rate is required at time of booking.
 - 10 percent discount for currently enrolled students or faculty and staff.
 - 15 percent discount for UT Arboretum Society Members.

Cancellation Policy: If an Arboretum Auditorium event is cancelled more than 30 days in advance of the rental date, 50 percent of the rental fee paid to date will be returned. If an event is cancelled 30 days or less in advance of the rental date, none of the rental fee paid to date will be returned.

**Rates are current as of November 2015 and are subject to change. Please call 865-483-3571 or email utforest@utk.edu for more information.*



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