

Texas A&M University of Galveston Event Venues Guidelines and Procedures

General Use

All Licensee of Texas A&M University of Galveston (TAMUG) Event Venue facilities (Aggie Special Events Center (ASEC) and Waterfront Pavilion and Amphitheater) shall abide by all applicable TAMUG rules, regulations, and policies (<https://www.tamug.edu/compliance/Gotconcerns.html> <https://www.tamug.edu/studentrules/index.html>) at all times. Licensee must also comply with all appropriate state and federal laws, as well as all fire and police rules and regulations.

Summary of Standard Guidelines for TAMUG Event Venues

- TAMUG Event Venues permit public messaging, advertising, written expressive activity, and other forms of display only in approved locations within our facilities. This policy applies to the common areas and viewable public spaces in Aggie Special Events Center and Waterfront Pavilion and Amphitheater including ceilings, walls, windows, doors, and floor space. The use of materials (paint, tape, wire, nails, etc.) that might damage carpet, flooring, walls, furniture, etc. is not permitted in public areas of ASEC or Waterfront and Amphitheater facilities including meeting rooms, conference rooms, ballrooms, hallways, or outdoor patios and plazas. If there is a specific need requiring the use of these or similar materials, or a question concerning the appropriateness of any material, please contact the Campus Event Services Office for guidance and/or assistance.
- Decorations for events must be approved by the Campus Event Services Office. TAMUG Event Venues must review exhibits, displays, signs, and decorations in the facilities prior to events to determine safe installation, electrical needs, ensure proper ingress/egress from facility meeting and conference rooms and hallways, ensure facility resources are not damaged, and to determine how Campus Event Services staff can assist with the success of the event. For example, decorations may not be placed in walkways or aisles, stairwells, or exit routes, nor can they cover exit signs, windows on doors, fire alarm pull levers, fire extinguishers, or emergency lighting.
- Bicycles and skateboards are prohibited inside TAMUG Event Venues facilities; all bicycles must be parked in outdoor designated bicycle racks.
- TAMUG is a smoke-free campus.
- Animals are not permitted in TAMUG Event Venues buildings, with the exception of service animals and Reveille, the official TAMU mascot.
- During business hours and during events, lights are required to be on in all areas. Light levels should be adjusted by TAMUG Event Venue staff only.
- In an effort to prevent disruption to other meetings in the buildings, sound levels will be monitored within the facilities by TAMUG Event Venue staff. Arrangements for amplified sound in facilities should be coordinated through the TAMUG Campus Event Services Office.
- Candles, incense, and open flames are not permitted anywhere in TAMUG buildings unless written permission is given.
- Fog machines of any kind, including dry ice, are not permitted in TAMUG Event Venue buildings without specific written permission from the Campus Event Services Office.

- The occupancy limits for each room provided by Campus Event Services staff should be respected and complied with according to fire safety regulations.
- Please contact the appropriate office to cancel reservations when reserved space is no longer needed.
- Presentation of movies without the written consent of copyright holders is in direct violation of The Federal Copyright Act and is prohibited. Movie studios and agents who own copyrights are the only parties who are authorized to provide colleges and universities with viewing licenses.
- TAMUG Event Venues reserves the right to move, relocate and/or cancel any event in TAMUG facilities at their discretion, should extenuating circumstances arise.

Reservation Guidelines –

The Administration and Auxiliary Services Office, located in the Office inside the Aggie Special Events Center Suite 115, Rm 115G, is responsible for taking reservations and managing the schedule for the following areas: Aggie Special Events Center including the Business Center, and Waterfront Events Pavilion and Amphitheater.

Clients have access to facilities as stated in the event confirmation. Event confirmation times include event preparation, decorating, rehearsal times, and time after the event to remove all decorations and other equipment. Clients should plan to leave the reserved space in a clean and safe condition following their event. TAMUG staff is authorized to access and enter TAMUG Event Venues space during events as part of their official responsibilities.

To ensure maximum utilization of TAMUG Event Venues facilities and to meet the needs of the university community, a priority system for reservations is applied to all events taking place in the TAMUG facilities. Confirmations are issued after scheduling conflicts are resolved.

- Priority I – Events that impact the entire university, require coordination with the university calendar, and extensive planning.
- Priority II – Annual conferences and large-scale social events sponsored by recognized student organizations and/or departments.
 - Infrequently - Complex events that are scheduled more than a year in advance, require administrative approval and/or are coordinated by multiple departments.
- Priority III – Student meetings, lectures or guest speakers, social events, banquets, dances, etc., that are planned one year or less in advance by recognized student organizations and/or departments, either restricted to members or open to guests.
- Priority IV – Special external events that are sponsored by a TAMUG sponsor.

Pricing Categories – Cost estimates provided upon request

Category 1 - Texas A&M University Student Organizations

- Current recognized student organizations and student organizations sponsored by departments hosting organizational meetings, interviews, informational or organizational retreats.
- Current recognized student organizations hosting social events less than four hours (including set-up and strike time), occupying one room and at no cost to attendees.
- Meetings or events lasting less than two hours are hosted by TAMUG departments for members at no cost.

Category 2 – Texas A&M University Student Organizations charging fees for their event or hosting a social event lasting longer than four hours.

- Current recognized student organizations that charge a fee associated with attending the event, social gathering, or conference.
- Current recognized student organizations social event lasting longer than four hours.
- Current recognized student organizations that utilize multiple rooms on the same day or have a multiple-day event.

Category 3 - Texas A&M University departmental event lasting more than two hours or charging fees to attend, or any Texas A&M University System Part and University Affiliates' events.

- Departments of Texas A&M University that are hosting an organizational meeting/event lasting longer than two hours or that is charging a fee associated with attending the event, social gathering, or conference.
- Events are hosted by our system schools or agencies that operate as part of the Texas A&M System. Consideration is also given to groups that work closely with TAMUG, i.e. Aggie Mom's, The Sea Aggie Former Student Network.

Category 4 – External Events (Non-Texas A&M University related) that are sponsored by a TAMUG sponsor.

- The external client must secure sponsorship from a recognized Texas A&M student organization, Texas A&M University department or from a Texas A&M System affiliate.

Hours of Operation –

Aggie Special Events Center is open to the public from 7:00 a.m. to 12:00 a.m. Monday through Sunday. The Waterfront Pavilion and Amphitheater are always closed unless a scheduled event is occurring. Regular hours may be adjusted as required for special events taking place within the buildings. Events may be scheduled during the hours of 6:00 a.m. to 11:00 p.m. during weeknights and until 12:00 a.m. on weekends. The hours of operation for all TAMUG Event Venue facilities are subject to change. Advanced approval from the Administration and Auxiliary Services Office is required for events scheduled beyond regular hours.

TAMUG Event Venue walk-throughs can be scheduled with Campus Event Services during normal business hours from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Event Planning –

All external clients holding events will be required to meet with a member of the Campus Event Services staff a minimum of 4 weeks before the event. TAMUG Campus Event Services staff will be present on campus while events are occurring during normal business hours from 8:00 a.m. to 5:00 p.m. Monday through Friday and will be available and on-call, at all other times. All events occurring within the Aggie Special Events Center require professional staff overseeing the production of the event. Additionally, the University Police or Emergency Medical Technicians (EMT) may be required to be present at the event to ensure the program's success and safety. All associated staff costs are provided in a detailed cost estimate and are the responsibility of the Licensee.

External Licensee Request -

When an external group or company requests space and/or services at Texas A&M University, Campus Event Services will provide the Request for Proposal (RFP) link. The RFP must be filled out by the Licensee and submitted online within 30 working days prior to the event date. If minors are attending the event the RFP must be submitted online within 60 working days prior to the event. Please make sure to complete all the fields and attach all pertinent documents as this information is required before your form can be processed.

After receiving the completed form, Campus Event Services will determine if a sponsor has been secured or if one is needed. All external groups or companies must have a TAMUG sponsor for an event to be held at the Texas A&M University at Galveston campus. Campus Event Services will assist the Licensee with securing a sponsor if needed and then submit the Affiliated Event Registration form. Once the Affiliated Event Registration has been approved the Licensee will receive the Facilities Use Agreement to sign and return along with a deposit to secure venue facilities and services to be provided.

All external groups or companies holding events with minors attending must complete the TAMUG Campus Program for Minors (CPM) 30 days prior to the event. If the CPM is not completed within 30 working days prior to the event, the event may be canceled.

Once the Facilities Use Agreement and deposit have been received by TAMUG, the tentatively scheduled event can be reserved, and logistics may begin. All final charges for venue facilities, staff, and services are reviewed after each event and a final invoice is created.

Food Guidelines –

TAMUG Event Venues at Texas A&M University established food guidelines in recognition of industry standards, practices, and processes governing the provision of food and beverage service on University property or at University-sponsored events. All events requiring catering services will use the TAMUG caterer exclusive to the Galveston Campus. No outside food is allowed. The criteria herein apply to all persons and organizations using the approved and scheduled facilities in TAMUG Event Venues which include the Aggies Special Events Center, Waterfront Events Pavilion and Amphitheater, the Aggie Special Events Center Business Center, and any outdoor area considered part of and managed by TAMUG.

The criteria outlined do not pertain to food and beverages for personal consumption; rather the

conditions set forth are intended for meetings, assemblies, socials, festivals, receptions, or other like gatherings in order to provide for the safe service of food. Please review our guidelines for catering at <http://ucenter.tamu.edu/rulesandprocedures>.

Catering –

TAMUG Event Catering provided by Chartwells is Texas A&M's exclusive caterer. For all food and beverage items being served in TAMUG Event Venue facilities, a Food and Beverage Form is required. Food and beverage Forms can be submitted at <https://dineoncampus.com/tamug/catering-information> or emailed to the Chartwells Catering Manager at dena.vickery@compass-usa.com.

Audio/ Visual –

TAMUG Event Venues offers a wide variety of meeting/event spaces. All rooms are equipped with projection screens. All requests for A/V equipment should be made through Campus Event Services to ensure all A/V needs are met. Some A/V requests may entail an additional cost.

Novelties and Concessions:

The University reserves to itself and the parties with whom it contracts the sole right: (1) to sell or disburse programs, periodicals, books, magazines, newspapers, soft drinks, flowers, candies, food, beverages, novelties, or any related merchandise commonly sold or dispensed in TAMUG Event Venue facilities (2) to take and/or sell photographs; (3) to prepare, cater and serve all foods and beverages on the premises including but not limited to receptions, breakfast, luncheons and dinner banquets. In the event the University grants Licensee the right to sell, disburse, or operate any or all of the items set forth in (1)-(3) above, Licensee shall pay the University 20% of the gross sales from these sales or operations. Gross sales are defined as total sales fewer sales tax of 8.25%.

Cancellations:

Written notice of cancellation of reservations must reach the respective Campus Event Services Office no later than 72 hours prior to the date of the event for the Aggie Special Events Center (ASEC) Business Center and fifteen (15) days for the Aggie Special Events Center (ASEC) and Waterfront Pavilion including the Amphitheater. If the ASEC Business Center is canceled less than 72 hours before the event, the Licensee may incur a 50% charge of the room rental. If the ASEC and Waterfront Pavilion and Amphitheater are canceled less than fifteen (15) days before the event, the Licensee will be invoiced for 50% of the room rental fee(s). If facilities are tentatively reserved on more than one date for planning an event, it is imperative that our office is informed immediately of the date selected for the event so the additional date/s may be released as soon as possible. Failure to utilize or cancel reservations in a timely manner renders the organization subject to the following:

- External Sponsored Events: The external client (Licensee) is responsible for all room rental charges, as well as any services associated with the event (such as audio/visual, setup/teardown, logistical coordination, and catering) if the reservation was not canceled within the parameters listed above. If external clients are unable or unwilling to pay fees assessed, the sponsoring TAMUG organization/department/affiliate will be responsible for the charges.

Alcohol Policy:

Events requesting alcohol service must begin the approval process with a Campus Event Services staff, who will submit an Alcohol Request to Serve to the VP/COO Office.

Under circumstances permissible by State Statutes and Regulations of the Alcoholic Beverage Control Commission, official University academic and administrative units and University-affiliated

organizations may serve alcoholic beverages at approved events in designated non-classroom areas on the University campus.

Alcohol Beverage service may only be provided at campus events that are related to legitimate functions of the university up to four hours for open bars and up to four hours for cash bars. Such events cannot be open to the general public and only members of the sponsoring organizations, their spouses, and invited guests may participate. Such events may not be of a commercial nature, but rather occasions which are luncheons, dinners or receptions in honor of certain individuals and which occur in connection with official University events and/or fundraising activities for University programs. University Rule 34.03.01.M1

Deposit:

At the time of execution of this agreement, the Licensee shall pay TAMUG as a deposit, 100% of the facility fee when the reservation is booked and 50% of the confirmed services fee total, which shall be credited to expenses, operating personnel, and services charges. The Licensee shall pay TAMUG the remaining fee amount (5) business days prior to the event. After the event commences, a final invoice will be sent to the Licensee for any additional facility reservations or services rendered.

Insurance: (if required)

The licensee understands and acknowledges that Texas A&M University at Galveston does not maintain any insurance policies covering the Licensee, the Licensee's event participants and/or guests, or any circumstances arising from the Licensee's use of the Facility. At the University's discretion, the Licensee may be required to provide evidence of general liability insurance with minimum limits of \$1,000,000 per occurrence for bodily injury and property damage. The nature of the Licensee's event and the included activities may necessitate additional insurance requirements as determined by Texas A&M University at Galveston campus. All coverage shall be underwritten by a company authorized to do business in the State of Texas. The Licensee is required to provide a certificate of insurance naming "Texas A&M University at Galveston" as an additional insured at least 10 days prior to the event date.

Indemnification:

Licensee agrees to conduct its activities upon the premises so as not to endanger any person, and further agrees to indemnify, defend, and save harmless the University against any and all claims, costs or expenses, or loss, injury, or damage to any persons or property, regardless of how the loss or damage is caused, arising out of the activities conducted by the Licensee, its contractors, subcontractors, agents, members, or guests, including, but not limited to, claims of employees of the Licensee, or Licensees' contractors, subcontractors, or guests. The presence of policemen, firemen, inspectors, or representatives of the University shall in no way diminish or affect the duties, obligations, or responsibilities of the Licensee.