

A&M-CC Facility Request Form For Ancillary Events/Meetings

RETURN TO: OFFICE OF EVENTS AND CONFERENCES, Texas A&M University-Corpus Christi, Office of Community Outreach Programs, NRC Room 2200, 6300 Ocean Drive, Corpus Christit, Texas 78412, **FAX (361)825-2384**

Contact Person

Please print clearly.

Full Name _____

Address _____

Organization _____

City _____

Telephone _____ Fax _____

State _____ Zip _____

E-Mail Address _____

Facility(ies) Requested: _____

Billing Address _____

Number of People Attending: _____

City _____

Rooms Requested: _____

State _____ Zip _____

Number of Vehicles Parking: _____

Dates Required: _____

Time(s): _____

Title of event/meeting: _____

Type of event (*please circle*): **workshop / seminar/ training session / meeting**

other: _____

Describe the purpose of the meeting/event, provide a brief description of your organization, **attach a copy of the agenda**, and identify speakers (Additional paper may be used)

May we post this event on the calendar of events thereby extending an invitation to the A&M-CC campus community to attend? Yes No

May we share information about your event to the A&M-CC Public Information Office? If so, please designate a contact person. Yes No

Name: _____

Telephone: _____

Will you or your staff need to get into the room prior to the start of the event? Yes No
What time will you need access to facility/room? _____

Will Continuing Education Units (CEUs) be awarded? Yes No

Who will be awarding the CEUs? Please provide the following information:

Contact Person _____

Address _____

Organization _____

City _____

Telephone _____ Fax _____

State _____ Zip _____

E-Mail Address _____

Please note: University facilities will be available to external organizations for activities which lead to awarding of continuing education units only if: 1) the continuing education units are reviewed and awarded by a University administrative unit, or 2) the external organization has entered into a prior agreement or contract with the University for general offering of continuing professional education. Negotiation of the agreement or contract will involve Community Outreach and appropriate Colleges or other administrative units.

SET UP: Please specify type of room set up

- Classroom Style:** Rectangular tables and chairs facing one direction
- Banquet Style:** Round tables seating 8 persons per table
- Lecture Style:** Chairs only
- Other** (please provide informal sketch)

Will a stage be needed? Yes No
 If yes, please provide a detailed set up sketch.

Will registration tables be needed? Yes No
 How many? _____ Location: _____

Will display tables be needed? Yes No
 How many? _____ Location: _____

Will the registration and/or display tables need to be skirted? Yes No

Will banners need to be hung? Yes No
 How many? _____ Location: _____

Will materials be delivered via UPS or other means prior to the date of the event?
 If yes, please provide sized of boxes and how many are expected:
 _____ Yes No

Will food service be required? (**Aramark Food Service has exclusive rights.**) Yes No

Type of food required and schedule of serve times:

Will media equipment be required? Yes No
 If yes, select type of equipment needed:

| | | |
|---|--|--|
| <input type="checkbox"/> overhead projector | <input type="checkbox"/> slide projector | <input type="checkbox"/> LCD/Computer |
| <input type="checkbox"/> screen | <input type="checkbox"/> dry erase board | <input type="checkbox"/> PA system |
| <input type="checkbox"/> microphone/stand | <input type="checkbox"/> TV/VCR | <input type="checkbox"/> podium/microphone |

Will internet access be required? Yes No

* Note: TAMU-CC utilizes a static internet connection.

If your organization requires that its computer equipment be utilized, an appointment must be arranged with media coordinators no less than 21 days prior to your event.

Is your organization a non-profit agency? Yes No

Are you tax exempted? Yes No
 If you are tax exempted, please attach a copy of your Texas Sales Tax Exempt Certificate.

Will fees be charged to attend this event? Yes No

Are you a vendor? Yes No

Will you be promoting products or services? Yes No

Will directional sign(s) be needed on the access road? Yes No
 Specify terminology desired: _____

Directional signage is limited to 25 characters and spaces per line and one line per event.

Parking decals are required, specify date of pick up: _____ / _____ / _____

Note: If your group consists of 50 or less participants, they may pick them up directly from the University Police kiosk located at both entrances. If the size of the group exceeds 50, Your organization will be responsible for distributing them. We suggest that you order the decals with ample time for distribution. If they cannot be distributed prior to the event, you will need to distribute them on the date of your event prior to start time.

INSURANCE REQUIREMENTS

Requests will need to be accompanied by a **certificate of general liability insurance for \$1,000,000 to \$2,000,00** for bodily injury, including death, and property damage combined per occurrence. The \$2,000,000 applies to events that include minor children and/or physical activity. It is to include the following language: **“also insured is The Board of Regents for and on behalf of the Texas A&M University System and Texas A&M University-Corpus Christi”**. Certificates will not be accepted without this language and reservations will not be confirmed until the certificate of insurance is received. **If the insurance is not received within 1 week from submission of this form, the rooms will be released.**

STATE/FEDERAL ENTITIES

If your organization is a State of Texas or a federal organization that can not provide a certificate of general liability, please attach a letter of financial responsibility. If the letter of financial responsibility is not received within one week of the submission of this form, the rooms will be released. If using the NRC, a listing of rules and responsibilities will be sent to you. It is our understanding that you will adhere to these rules.

MISCELLANEOUS

TAMU-CC reserves the right to re-assign or cancel a space if, due to unforeseen circumstances, the facilities reserved by an external group are not available or not useable.

All requests should be made a minimum of thirty days in advance of the anticipated event date. Final set up requirements and guest count(s) should be received in writing no less than fourteen days prior to the event. Additional requirements or changes made after this time could result in additional fees or charges.

If total expenses exceed \$500, a contract will need to be signed by A&M-CC and the designated representative from your organization. For A&M-CC rules concerning the use of alcohol on campus, please refer to PIO web page (<http://www.tamucc.edu/~pioweb/rules/3402C1.htm>.) Special permission to serve alcohol must be requested, please explain why it is important to this event.

LIABILITY WAIVER

In consideration to Texas A&M-Corpus Christi for providing space available to host organization, the host organization hereby indemnifies and holds harmless **The Board of Regents for and on behalf of The Texas A&M University System, and Texas A&M University-Corpus Christi** from and against all claims, losses, damages, including consequential damages, causes of action, suits and liability of every kind, including all expenses of litigation, court costs and attorney's fees, for bodily injury, sickness, disease or death of any persons, or for damages to any property to the extent arising out of host's utilization of A&M-CC premises or facilities by host and or its participants or students. This indemnification shall be in full force and effect until time of such statute of limitations may have run as to any and all possible charges, claims, and/or allegations that might be filed against A&M-CC.

BY SIGNING THIS DOCUMENT, I signify that I agree to follow all procedures regarding reservations, deposits, cancellation deadlines, food service, parking, fee payments, etc.

Name (please print)

Date

Signature of Responsible Individual

Title

Estimates for use of facilities and services will be provided upon receipt of this form, the certificate of general liability insurance, and confirmation authorizing use of facility.

Revised 4/1/2008