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 Christi, Texas 78412, FAX (361)825-2384

Contact Person

Full Name
Organization
Telephone  Fax
E-Mail Address

Please print clearly.

Address
City
State  Zip

Facility(ies) Requested:
Billing Address

Number of People Attending:
City

Rooms Requested:
State  Zip

Dates Required:
Number of Vehicles Parking:
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.

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
Organization
Telephone  Fax
E-Mail Address

Address
City
State  Zip

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 setup

☐ 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 setup sketch.

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

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

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

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

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

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:
☐ overhead projector ☐ slide projector ☐ LCD/Computer
☐ screen ☐ dry erase board ☐ PA system
☐ microphone/stand ☐ TV/VCR ☐ 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?
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:

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 $2,000,000 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 extend 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