

Updated 7-3-04

**TEXAS A&M UNIVERSITY**  
**OPEN EVENT POLICY REVIEW FORM**  
(Dances, concerts, parties, and other entertainment events)

Check one of the following: \_\_\_\_\_ **Major Event (over 500)**  
\_\_\_\_\_ **Regular Event (under 500)**

The form below must be completed, including signatures, and returned to the University Center Manager's Office, 107 Rudder Theatre Complex, at least **two weeks** before each "REGULAR EVENT" sponsored by a recognized student organization and **four weeks** in advance for each "MAJOR EVENT".

**Recognized Student Organization Name:** \_\_\_\_\_

**Event Name and Brief Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location of Event** \_\_\_\_\_

**Rain Location for Event** \_\_\_\_\_

**Requested Event Day/Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **Ending Time:** \_\_\_\_\_

**Estimated Number of Persons Attending:** \_\_\_\_\_

**Event Coordinator:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Advisor Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

As President and Advisor of the sponsoring recognized student organization, we have read and agree to adhere to the Guidelines for Open On-Campus Event. We understand that we are also responsible for policies relating to the facility as stipulated in the reservation arrangements for facility reservation confirmation and further processing as well all University Student Rules, System Policies, and University Rules governing events hosted by recognized student organizations.

<b>Student Organization</b>	<b><u>Name (print)</u></b>	<b><u>Signature</u></b>	<b><u>Date</u></b>
<input type="checkbox"/> <b>President</b>	_____	_____	_____
<input type="checkbox"/> <b>Advisor</b>	_____	_____	_____

Reviewed to Form \_\_\_\_\_

Date \_\_\_\_\_

**Submit Form To:**  
**Sherry Wine, Associate Director & Manager, University Center Complex**  
**Rudder Tower 103**

## **OPEN EVENT GUIDELINES FOR RECOGNIZED STUDENT ORGANIZATIONS**

### **Definition of Open Event:**

A party, dance, concert or other entertainment event, which is sponsored by a Texas A&M University recognized student organization, held in an approved campus facility or outdoor area and is not restricted to members of the sponsoring organization and/or TAMU students.

### **Definition of Regular and Major Events:**

**REGULAR EVENTS** are those that historically have had attendance under 500 or new events not widely advertised with expected attendance fewer than 500.

**MAJOR EVENTS** are those that historically have had attendance of over 500 or new events that are widely advertised with expected attendance over 500.

### **Guidelines:**

1. Public Events will conclude no later than 11:30 p.m. with the facility cleared by midnight on Sunday through Thursday, and 1:30 a.m. with the facility cleared by 2:00 a.m. on Friday and Saturday nights.
2. All security requirements and arrangements will be determined by Special Events Facilities. The sponsoring organization will be responsible for covering costs associated with security requirements.
3. Major events will require at least one coordination meeting at least two weeks prior to the event. Student Activities Risk Management and Organizational Services will schedule the meeting and invite the appropriate representatives from the student group.
4. Approval by Special Event Facilities for an open event/party/dance/concert must be granted at least two weeks prior to the event. **No major event (over 500 in attendance) will be held without the required four-week advance approval.**
5. All monies taken by student groups for tickets at the door must be deposited in the Student Organization Finance Center night depository immediately after the conclusion of the event. Proceeds collected by the MSC or Reed Arena Box Office will be transferred to the student organizations account on the next business day.
6. Facilities available for dances are the MSC, G. Rollie White, and Reed Arena. Food Service dining halls may be used if none of the other facilities are available. Such an arrangement will be made by Special Event Facilities, and NOT the student group.
7. All members of the sponsoring organization and guests present at the event must abide by the current **Texas A&M University Student Rules**. Fighting, firearms or other weapons, and property damage will not be tolerated. Recognized student organizations and/or individuals in violation of the above will be subject to adjudication by the appropriate judicial entity. Any damage to the facility must be paid for by the individual perpetrator(s) or the sponsoring organization.