Texas A&M University

Request for a Use Permit For
Concessions, Solicitation, Outdoor Area, Street or Parking Lots

Step 1

Today's Date __________ Organization/Department __________________________ SOFC Account # __________

Requests a Permit for:

Day(s) and Date(s) __________________________ Time(s) __________________________ Places __________________________

THERE IS A 5 DAY PER MONTH LIMIT ON CONCESSIONS. PLEASE DO NOT REQUEST MORE THAN 5 DAYS PER MONTH

NOTE: All completed requests must be submitted at least two full business days in advance of the desired activities. It is the organization's responsibility to print an approved copy before the activity and bring a copy to each location where concessions will be taking place.

Step 2

Detailed description of activity, information or concession item(s) to be sold or given away:

________________________________________________________

Step 3

Please explain how this event/activity fits with the mission and purpose of your organization or department:

________________________________________________________

Step 4

Please check all circumstances that apply to your upcoming event:

☐ Sponsoring external vendor/sales (consignment contract may be necessary)
☐ Internal vending/sales
☐ Distribution of printed information; fliers, etc. (please attach a sample)
☐ Ticket sales/distribution
☐ Philanthropy related event (include letter from beneficiary, attach to permit)
☐ Fun Runs or blood drives (contact Transportation Services: L-wiggs@tamu.edu, attach Blood Drive Guidelines)
☐ Use of any Texas A&M University logos or trademarked symbols (attach artwork, contact Collegiate Licensing, licensing@tamu.edu)
☐ Physical Activity (sports tournament, pie throwing, dunking booth, etc.)
☐ Distribution/sale of food (contact Environmental Health and Safety, ehsd-food@tamu.edu)
☐ Tent Setup (contact Environmental Health and Safety, ehsd@tamu.edu)

Step 5

I will agree to keep a financial record of all transactions made and will submit all records to the Concessions Committee upon request. I will be responsible for seeing that any income from this activity is deposited in the Student Organization Finance Center or TAMU Fiscal Account within 24 hours of receipt of funds. I understand the policies and procedures as outlined for this permit and agree to accept responsibility for observance of such policies and procedures. This permit is not valid until signed by the organization's advisor and has been reviewed by the concessions committee. I also take responsibility for obtaining a copy of the approved permit to post at the event.

Chief Student Leader's Signature __________________________ Advisor's Signature __________________________

Printed Name __________________________ Printed Name __________________________

Phone Number __________________________ Phone Number __________________________

E-mail address __________________________ E-mail address __________________________

Contact:
Please provide contact information below if you have another officer working with the concessions process. We will contact this person with questions and/or a decision on the permit application. Please type or write legibly.

Name __________________________
Phone Number __________________________
E-mail address __________________________
If consigning with a business, a copy of the Consignment Contract must accompany this application. **If items being sold are imprinted with original designs or logos, a sample must accompany this application.** This may be obtained from the Office of Collegiate Licensing, 205 E. Bizzel.

For all available concessions locations (see list below) you must secure permission from the person in charge of the building or area in which you wish to conduct sales, etc. Have the person in charge of the building or area sign your request below. Names, office locations and contact information is provided on the Concession Contact page.

Please check all that apply. Your permit will not be processed without appropriate signatures.

<table>
<thead>
<tr>
<th>Requested location - Check all appropriate boxes</th>
<th>REQUIRED SIGNATURES</th>
</tr>
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<tbody>
<tr>
<td>□ Blocker (517 Blocker Building)</td>
<td></td>
</tr>
<tr>
<td>□ Corps of Cadets Area (Lounge A)/Simpson Drill Field</td>
<td></td>
</tr>
<tr>
<td>□ Dining Halls (Dining Services, Agronomy Road)</td>
<td></td>
</tr>
<tr>
<td>□ Commons Lobby (Commons)/Hullabaloo Hall</td>
<td></td>
</tr>
<tr>
<td>□ Koldus North Plaza (Room 103, Rudder Tower, Reservation # _______)</td>
<td></td>
</tr>
<tr>
<td>□ *Street, Parking lot Events, or Blood Drives (Transportation Services)</td>
<td></td>
</tr>
<tr>
<td>□ Wehner Building (158 Wehner)</td>
<td></td>
</tr>
<tr>
<td>□ Rudder Plaza (Room 103, Rudder Tower, Reservation # _______)</td>
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</tr>
<tr>
<td>□ Sbisa Plaza (Room 103, Rudder Tower, Reservation # _______)</td>
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<tr>
<td>□ 12th Man Hall (Room 103, Rudder Tower, Reservation # _______)</td>
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<tr>
<td>□ Kyle Field Plaza</td>
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<tr>
<td>□ Student Recreation Center/Penberthy Rec Sports Complex</td>
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<tr>
<td>□ Other</td>
<td></td>
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</tbody>
</table>

*All Outdoor Areas will require copies of the permit request sent to SSC. The user (student organization) will be responsible for cleanup of the area (facility) if needed. Any damage to the facility or its furnishings must be reported. The user (Student Organization) is responsible for costs of repair or replacement of damage done to the facility or its furnishings. No vehicles are permitted on the Mall areas without prior approval from Facilities Services.

An approval signature should be provided here: ______________________________________________________

**Step 7**

All items must be completed on the first and second page of the permit application. Turn the Completed form in to the front desk of the SODA (Student Organization Development & Administration) Office - Suite 142 John J. Koldus Building.

<table>
<thead>
<tr>
<th><strong>For Student Activities Use Only</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Organization is currently recognized and in good standing</td>
</tr>
<tr>
<td>□ TAMU Department</td>
</tr>
<tr>
<td>□ Appropriate samples (ie. t-shirts, fliers) included with permit</td>
</tr>
<tr>
<td>□ Not exceeded the 5 in 30 days rule</td>
</tr>
<tr>
<td>□ Consignment contract is completed and attached (if required)</td>
</tr>
</tbody>
</table>

Reviewer: _________________________ Date: _________________

Concession Admin: _________________________ Date: _________________

Reminders:

________________________________

________________________________

________________________________

________________________________

Page 2 of 2 - Form updated 5/9/2017