



2018-2019

**SPECIAL EVENTS
GUIDE**



FACILITY RENTAL GUIDELINES

FACILITY USE PRIORITIES

The order in which various entities receive priority in scheduling athletic facilities with Texas A&M University Athletic Department is as follows:

1. Texas A&M University Athletic Department contests, events and practices.
2. 12th Man Foundation.
3. Texas A&M University departments, student groups, and club events.
4. External group rentals.

EVENT GUIDELINES

- All events must meet the rules and guidelines established by the NCAA and Southeastern Conference.
- Any event considered to be potentially harmful to the public image of Texas A&M University will be rejected at the sole discretion the University.
- Any event considered to be potentially harmful to the facility will be rejected at the sole discretion of Texas A&M University.
- The Texas A&M University Athletic Department will determine, at their sole discretion, the number of qualified personnel required for the safe operation of each event. Texas A&M University personnel can include, but are not limited to; Athletics Staff, Facilities Department Staff, event staff, police, and EMS. The amount of personnel assigned to an event will be determined based on the size and nature of the event.
- The Athletic Department must have a signed contract, and certificate of insurance naming Texas A&M University as an additional insured prior to any event enactment.

REQUESTING USE OF FACILITIES

- Complete and submit an *Athletic Facility Request Form* **at least 30 business days prior** to the event enactment through email to 12thman.com/rentals.
- Once the *Athletic Facility Request Form* is submitted, a member of the Texas A&M University Athletic Department will determine the availability of the space and arrange a time to discuss (in person or by phone) the contracting, insurance and event logistics (i.e. set-up, equipment needs, staff needs, break-down, etc.).
- After all details have been confirmed, an *Athletic Facility Event Agreement* will be sent to the client.
 - The facility rental and event operations expenses reflected on the *Athletic Facility Event Agreement* are estimated costs.
 - You will receive a final invoice within 14 days of your *complete Facility Rental Agreement*.
 - The following is due to the Texas A&M University Athletic Department **no later than 14 days prior to the event**:
 - Completed *Athletic Facility Event Agreement*.
 - Certificate of insurance. (upon request)
 - Non-refundable deposit equal to 25% of *facility rental fee*. (upon request)
- A final invoice, with all charges, will be emailed within **14 days** following the event and full payment is due by date indicated on the invoice. Payment can be made in the form of check, made payable to: Texas A&M University Athletic Department, or by credit card at: https://secure.touchnet.com/C21490_ustores/web/product_detail.jsp?PRODUCTID=6292

EVENT OPERATION EXPENSES

The Texas A&M University Athletic Department will determine the number of personnel and the appropriate amount of equipment required for the safe operation of each event. Event operation expenses may include, but are not limited to; *set up and breakdown staff, UPD, transportation/parking, event staff (ushers, PA, etc.), EMS, custodial, HVAC, electrical, video production, ticket office services, sports information services, equipment rental and administration fees.*

DISCOUNTS

	Single Room	Multiple Room Bookings	Same Room multiple Days
TAMU Affiliated	20%	50% for each additional room	20% First day, 50% each additional day
TAMU Non-Affiliated	Regular price	30% each additional room	30%
DYNAMIC PRICING PERIOD May 1 st – July 31 st			
TAMU Affiliated	50% each room	50% each room	50% each room
TAMU Non-Affiliated	20%	50% for each additional room	20% First day, 50% each additional day

All equipment will be free of charge except linens. Each linen will cost \$20.

All athletic groups will receive the room *free of charge*. Texas A&M affiliated groups will receive the room at a *20% discount*. Groups that are outside of Texas A&M will be charged the *full price* of the room. If the A&M affiliated group is using multiple spaces or the same space for multiple days, under the same reservation, each additional room will be 50% off. If the nonaffiliated group is using multiple spaces or the same space for multiple days, under the same reservation, each additional room will be 30% off. **Dynamic pricing** applies from *May 1st to July 31st*. During this time frame, A&M affiliated groups will receive 50% off *Monday through Thursday*. Nonaffiliated A&M groups will receive minimum peak affiliated pricing as well.

INSURANCE

The client shall provide and maintain upon request, at the client's expense, during the period of its use of the premises pursuant to the agreement, a commercial general liability policy written on an occurrence basis with limits of \$1,000,000 per occurrence/\$2,000,000 aggregate including but not limited to coverage for bodily and personal injury, property damage and contractual liability referring to the agreement. Texas A&M University may terminate the agreement and cancel its obligations if the insurance coverage is not provided **at least 14 business days prior to the event**.

If you do not currently have insurance coverage, see more information at the following link; (<http://www.tamus.edu/business/risk-management/risk-analysis-and-control/guide/third-party-use-of-member-facilities/>). This will provide an economical avenue to procure insurance that will meet our requirements.

CANCELATION/REFUND POLICY

If a cancellation is received within 72 hours of a scheduled event, Texas A&M University reserves the right to invoice for any expenses related to staffing and preparation in addition to the non-refundable deposit. In situations where inclement weather prohibits the safe operation of the event, the facility fee may be waived, but the rental group could be invoiced for any expenses incurred relating to staffing, equipment and preparation.

COMPLIANCE GUIDELINES

Please be advised that the Compliance office will be consulted on all events including:

- Prospect-aged participants.
- Texas A&M University coaches, staff, or current student-athletes.
- Prospective Student Athletes.

FOOD SERVICE

Levy Restaurants is the **exclusive** food service provider, and has first right of refusal to provide food, beverage and catering services in all Athletic Facilities. They offer a wide range of menus as well as both cash and open bars.

TOURS

Kyle Field Tours offers a unique, behind the scenes experience for Aggie Fans and a chance to explore restricted access areas of the newly redeveloped Kyle Field Stadium.

Public Daily Tours and Availability

Tours are typically 45-60 minutes in duration and scheduled on an hour block. Tours are offered Wednesday through Thursday starting at 11am and 2pm. On Friday, tours are offered at 10am and 11am only. For tour requests outside normal hours, additional fees may be assessed.

Tour Hours

Wednesday – Thursday **11:00am** and **2:00 pm**

Friday tours at **10:00am** and **11:00am**

Private Event Tours

If you would like to have a group tour in addition to the requested event, please contact Kaitlyn Schindler (kschindler@athletics.tamu.edu) to add it to the reservation. If the tour is booked with the reservation, each person attending the tour is \$5.

FACILITY RENTAL FEES

	University	Non-University
Davis Diamond		
• Coming Soon		
E.B. Cushing Stadium		
• Coming Soon		
Bright Football Complex		
• R.C. Slocum Nutrition Center	\$1,200	\$1,500
Cox-McFerrin Center for Aggie Basketball		
• Lohman Lobby	\$960	\$1,200
○ Banquet	\$2,080	\$2,600
• Basketball Practice Gym		
○ Half-Day	\$1,200	\$1,500
○ Full-Day	\$2,000	\$2,500
Ellis Soccer Field		
• Non-Soccer Events		
○ Half-Day	\$800	\$1,000
○ Full-Day	\$1,600	\$2,000
• Soccer Games	Call for Pricing	
Kyle Field		
• Presidential/Heritage Lounge	\$1,440	\$1,800
• Concourse	\$800	\$1,000
• All-American North or South Club	\$5,600	\$7,000
• Burkhart Auditorium	\$640	\$800
• Cool Zone	\$800	\$1,000
• East Press box	\$960	\$1,200
• Hall of Champions	\$5,000	\$10,000
• Media Center	\$600	\$750
• Legacy Club	\$2,800	\$3,500
• Loge Lounges	\$1,200	\$1,500
• Plaza	\$800	\$1,000
• Suites	\$800	\$1,000
• Zone Club	\$4,400	\$5,500
• Tour		
○ 12 th Man Tour	\$12/person - groups 25 or more.	
• Field	N/A	\$25,000
Lettermen's Club		
• First Floor	\$2,500	\$2,800

McFerrin Indoor Athletic Center	\$3,600	\$4,500
Mitchell Tennis Center		
• Half-Day	\$800	\$1,000
• Full-Day	\$1,600	\$2,000
Olsen Field at Blue Bell Park		
• Cox Diamond Club		
○ Cocktail	\$960	\$1,200
○ Banquet	\$2,080	\$2,600
• Roberts Plaza	\$400	\$500
• Suite	\$800	\$1,000
• Suite Level Conference	\$200	\$250
• Visitors' Locker Room	\$200	\$250
• Multi-Purpose Room	\$200	\$250
• Indoor Batting Cages	\$200	\$250
• Olsen Field		
○ Non-Baseball Events		
▪ Half-Day	\$2,400	\$3,000
▪ Full-Day	\$3,600	\$4,500
○ Baseball Games	Call for Pricing	

CAPACITY INFORMATION BY SPACE

Space	Square Feet	Reception Capacity	Banquet Capacity	Lecture Seating Capacity
Hall of Champions	29,459	1500	1200	1500
Zone Club	15,524	900	700	900
All American Club (North)	11,167	275	250	400
All American Club (South)	10,432	225	250	400
Lettermen's Club	7,156	487	120	140
Lettermen's Board Room	3,089	197	N/A	30
Press Box	8,400	120	80	100
Burkhart Auditorium	2,260	160	70	150
Legacy Club	17,496	200	50	50
Presidential Lounge	4,277	135	120	160
Heritage Lounge	3,336	135	120	160

ADDITIONAL SERVICES

Staffing:	
All required staff has a 4 hour minimum charge	
<i>Note: Event Manager, Custodial, and Security are the most common charges</i>	
Event Manager	\$30.00
Event Coordinator	\$18.00
Field Manager	\$50.00
Field Coordinator	\$35.00
On-Site custodial	\$28.00
Police Officer	\$55.00
Security	\$25.00
Electrician	\$35.00
Information Technology	\$35.00
Athletic Trainer	\$40.00
EMT	\$40.00

Equipment: <i>Additional requests will be billed per the below fee schedule</i>	
<u>Equipment</u>	<u>Fee Per Day</u>
Round Tables	\$10.00
6' or 8' Tables	\$5.00
Cocktail Tables	\$10.00
Chairs	\$3.00
Tablecloth (round or rectangular)	\$20.00
Easels / Sign Holders	\$5.00
Stage (4' x 8' x 6")	\$100.00
Podium	\$50.00
Bike Rack	\$5.00
Stanchion	\$5.00
Pipe and Drape (per base – minimum of 2)	\$5.00

Other: <i>Additional requests will be billed per the below fee schedule</i>	
<u>Additional Requests</u>	<u>Fee</u>
Rushed Reservation	\$250.00
Excessive Clean-up	\$500.00
Event Load-In (8:00 AM – 5:00 PM)	\$1,500.00
Extended Hour Rate	\$250.00
Reserved Guest Parking	Varies
Sports Lighting (Kyle Field)	\$250/hour (minimum of four hours)
Sports Lighting (Other)	\$100/hour
In Stadium Video and Ribbon Board	Call for pricing
Photo Opportunities / Engagements	\$100 (30 min session)
Concessions	Call for pricing
12th Man Productions Charge	Call for pricing