



Account Number

Account Number input boxes

Date (mm/dd/yyyy)

Date input boxes

Texas A&M University
Request for a Use Permit For
Concessions, Solicitation, Outdoor Area, Street or Parking Lots

TAMU Permit #

Step 1

Today's Date Organization 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 48 hours in advance (two full working days) of the desired activities.

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 (Pre-Event Planning form is to be attached)
Philanthropy related event (include letter from beneficiary, attach to permit or fax to (979)847-8854)
Fun Runs (contact Recreational Sports, 845-3094)
Use of any Texas A&M University logos or trademarked symbols (contact Collegiate Licensing, 845-4621)
Physical Activity (car bash, pie throwing, dunking booth, etc. Pre-Event Planning form is to be attached)

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.

President'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.

Name
Phone Number
E-mail address

**Step 6**

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, 501 Industrial Blvd.

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 next page.

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

- |                                                                                                |                            |
|------------------------------------------------------------------------------------------------|----------------------------|
| <input checked="" type="checkbox"/> Requested location - Check all appropriate boxes           | <u>REQUIRED SIGNATURES</u> |
| <input type="checkbox"/> Blocker (162 Blocker Building)                                        | _____                      |
| <input type="checkbox"/> Corps of Cadets Area (Lounge B)                                       | _____                      |
| <input type="checkbox"/> Dining Halls (Dining Services, Agronomy Road)                         | _____                      |
| <input type="checkbox"/> Commons Lobby (Commons)                                               | _____                      |
| <input type="checkbox"/> Koldus North Plaza (2nd Floor, Rudder Tower)                          | _____                      |
| <input type="checkbox"/> *Street or Parking lot Events (Parking, Transit and Traffic Services) | _____                      |
| <input type="checkbox"/> Wehner Building (104 Wehner)                                          | _____                      |
| <input type="checkbox"/> Rudder Plaza (2nd Floor, Rudder Tower)                                | _____                      |
| <input type="checkbox"/> Sbisa Plaza (2nd Floor, Rudder Tower)                                 | _____                      |
| <input type="checkbox"/> Chemistry Fountain (166 Koldus)                                       | _____                      |
| <input type="checkbox"/> Other _____                                                           | _____                      |

\*All Outdoor Areas will require copies of the permit request sent to Landscape Maintenance. 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 Tom Dew or his designee of the Physical Plant. An approval signature should be provided here: \_\_\_\_\_

\*\*Events involving more than 200 participants require the completion of an Open Event Form.

**Step 7**

All items must be completed on the first and second page of the permit application. Turn the Completed form into the Department of Student Activities - 125 John J. Koldus Building

<b>***For Student Activities Use Only***</b>	
<input type="checkbox"/> Organization is currently recognized and in good standing	<input type="checkbox"/> Not exceeded the 5 in 30 days rule
<input type="checkbox"/> TAMU Department	<input type="checkbox"/> Pre-Event Planning Form attached(if required)
<input type="checkbox"/> Appropriate samples included with permit	<input type="checkbox"/> Consignment contract is completed and attached (if required)

Student Assistant Reviewer and Date: \_\_\_\_\_

Reviewed \_\_\_\_\_ Date \_\_\_\_\_

Reminders: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Concessions Area Contacts for Scheduling & Other Important Numbers

Updated 8/31/2009

## **Blocker**

David Hovorak  
167 Blocker Building  
845-0807  
bigag@tam.u.edu

## **Landscape Maintenance**

Tom Dew  
135 Physical Plant Complex  
845-5511  
tdew@ppgw.tamu.edu

## **Running and Biking Events & Campus/Intramural Fields**

James Nash/Tawyna Moehlman  
202 Recreation Center  
845-3073/862-1322  
jnash@rec.tamu.edu  
tmoehlman@rec.tamu.edu

## **Central & West Campus/ Chemistry Fountain**

Tim Sweeney  
125 John J. Koldus Building  
845-1133  
tim@stuact.tamu.edu

## **Koldus North Plaza, Sbisa Plaza & Rudder Fountain**

Stephen Senkel  
Rudder Tower 2<sup>nd</sup> Floor  
845-8904  
s-senkel@tam.u.edu

## **Fun Runs/Street/Parking Lot Events**

Lynn Wiggs  
West Campus Garage  
862-6585  
L-wiggs@tam.u.edu

## **Commons Lobby**

Joy McKenzie  
845-2235  
joy\_mckenzie@housing.tamu.edu

## **Trademark Licensing**

Rosa Rodriguez  
205 E. Bizzell  
845-4621  
Rosa-rodriquez@tam.u.edu

## **Wehner Building**

Ed Segura  
158 Wehner Building  
845-8009  
esegura@mays.tamu.edu

## **Corps of Cadets Area (Quad)**

Buzz Refugio  
Lounge A  
845-7208  
buzz@tam.u.edu

## **Pedestrian Passageway**

Polli Satterwhite  
218 Williams Admin. Building  
845-1911  
pollis@tam.u.edu

## **G. Rollie White Coliseum**

Mike Tomchesson  
152 G. Rollie White  
845-4502  
mtomchesson@hlkn.tamu.edu

## **Dining Halls**

Agronomy Road  
845-3005 or 862-6847

## **Research Park**

Harold Strong  
1500 Research Pkwy A200  
862-1769  
harold.strong@tam.u.edu

## **Concessions Committee Chair**

Sherry Wine  
Rudder Tower 103  
845-8901  
s-wine@tam.u.edu

## **The Zone Plaza**

Clint Netherland  
862-5455  
cnetherland@athletics.tamu.edu

## **Riverside Campus**

Bob Rudder  
Riverside Campus Bldg. 7751  
845-2281  
b-rudder@tam.u.edu

## **Concessions Administrator**

Jason Boyle  
125 John J. Koldus Building  
845-1133  
jasonboyle@stuact.tamu.edu