

**Texas A&M University-Corpus Christi  
Facilities & Services Request  
for Ancillary Events**

**Contact Information:**

Contact Name:

Host Organization Name:

Telephone Number:

Alternate Number:

E-Mail Address:

Mailing Address:

City:

State:

Zip:

**Event Information:**

Event Title:

Event Type:

Event Description/  
Purpose and Benefit\*

additional paper may be used

\*Please attach a copy of the event agenda with this request.

Dates(s) Requested:

Time(s) Requested:

Is pre/post event time needed?

Pre-event time, in hours

Post-event time, in hours

Estimated Number of Attendees/Participants:

Estimated Number of Vehicles Parking

**Facility Arrangements:**

Facility Requested (1st Choice):

Other Facility (Please specify):

Room Set Up:

Break Out Rooms Needed?

How Many?

Break Out Room Set Up:

Registration Tables Needed?

How Many?

Display Tables Needed?

How Many?

Stage Needed?

Dance Floor Needed?

Banners to Post?

How Many?

Are there additional needs not listed above?

**Audio Visual Arrangements** (select all that are required):

- Marker Board(s)    Easels    Computer/Projector    Screen    Podium Only    Microphone Only
- Podium/Microphone    Sound System    Wireless Lavalier

\*An internet guest account will be ordered for the event contact when the Computer/Projector option is selected. A&M-Corpus Christi does not have open Wi-Fi access.

**Catering Arrangements:** (Chartwells has exclusive foodservice rights on the A&M-Corpus Christi campus.)

Select all catering needs required:

- Breakfast Service    Morning Break/Snack Service    Appetizer/Reception
- Coffee/Beverage Service    Afternoon Break/Snack Service    Dinner Service
- Lunch Service    Boxed Lunch Service    Bar/Alcohol Service\*

Serve time(s):

\*Special permission must be obtained to serve alcohol on the A&M-Corpus Christi campus.

Special Requests:

Please note: Upon submission and identification of the selections above, a meeting will be set to discuss the menu options available to your organization.

**Parking Arrangements and Way-Finding:**

Only University approved signage may be posted on the A&M-Corpus Christi campus. Directional signage is strongly encouraged to assist guests in parking and campus way-finding.

All visitors to the Texas A&M University-Corpus Christi campus are required to park in the Bayside Parking Garage (located at the first entrance of the campus). Hourly parking fees apply and vary depending on the number of event dates and time of arrival and departure. Special event parking validations are available for purchase.

Will participants need Parking validations?

Will participants need Directional Signage?  Specify wording:

**Additional Event Information:**

Will a fee be charged to attend or participate in this event?  Amount:

Is this event a fundraiser?

Is the requesting organization a not-for-profit?

If the requesting organization is a non-profit, please submit a copy 501(c)3 certificate with this request.

Is the requesting organization tax exempt?

If the requesting organization is tax exempt, please submit a copy of the Tax Exempt form with this request.

Will the requesting organization promote and sell products and services?

Will this event include youth under the age of 18?

If the event is designed for youth, will on-campus housing be required?

**Insurance Requirements:** (Requests submitted without general liability insurance as requested below cannot be accepted/processed.)

Requests must 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.

Requests must include the following language: "**also insured is The Board of Regents for and on behalf of Texas A&M University System and Texas A&M University-Corpus Christi**".

Certificates without this language will not be accepted. Reservations of space and services will not be confirmed until the certificate of insurance is received.

**State/Federal Entities:**

Requests from state or federal entities must be accompanied by a letter of financial responsibility in lieu of general liability insurance.

**Important Event Information for the Event Contact and Requesting Organization:**

Requests for facilities and services should be made a minimum of 45 days in advance of the anticipated event date. All requests received within the 45 day window will considered on a case by case basis.

Upon receipt of this request form, the general liability insurance with the "also insured" language, and other event related documents (if applicable), a proposal for the services requested will be forwarded to the organization for consideration and signature. Upon receipt of a signed letter of estimates, a contract will be forwarded to the organization for signature.

All events will require a 50% deposit that will be credited in the final billing.

Texas A&M University-Corpus Christi reserves the right to re-assign or cancel facilities/services, if, due to unforeseen circumstances, the facilities/services reserved by an external organization are not available, not usable, or have been requested for activities outside the purpose of the University's facilities/services.

**Liability Waiver**

In consideration to Texas A&M University-Corpus Christi for providing space/services available to host organization, the host organization hereby indemnifies and holds harmless The Board of Regents for and on behalf of 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 extent and arising out of host's utilization of Texas A&M-Corpus Christi 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 Texas A&M-Corpus Christi.

By signing this document, I signify that I have read and agree to follow all procedures regarding requests for reservations of facilities and services, insurance documentation, deposits, cancellation deadlines, food service, parking, and payments for facilities and services.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**To complete the request process:  
please forward a signed copy of this form, the appropriate general liability insurance certificate, and other documents to:**

Office of Events & Conferences  
Community Outreach  
Texas A&M University-Corpus Christi  
6300 Ocean Drive Unit 5854  
Corpus Christi TX 78412

FAX 361-825-2384