

STANDARD ADMINISTRATIVE PROCEDURE

24.99.99.M0.02 Third Party Special Events Coordination Procedures

Approved January 11, 2016

Next scheduled review January 11, 2021

Standard Administrative Procedure Statement

Third party special events held on the Texas A&M University campuses must be submitted to the Third Party Special Events Campus Coordination Office. A central point of contact for third parties and university facility coordinators provides consistent guidance and communication for assurance of appropriate event management, minimizing the risk and liability to Texas A&M. This procedure identifies processes, responsibilities, what information is required when hosting a third party special event on campus, and how this information should be submitted.

Definitions

Texas A&M University campuses, for the purpose of this SAP, is defined as all Texas A&M University and Texas A&M University System facilities and land administered by Texas A&M University located in Brazos County.

Third party special event is any event not affiliated with Texas A&M University and is controlled and/or organized by a person or group in an unaffiliated capacity to the university.

Official Procedure

1. THIRD PARTY EVENT REPORTING

- 1.1 Third party event requests for available space should be forwarded to the space/facility coordinator responsible for the management of the event site. For open campus space without an assigned coordinator or third parties who have not identified an event location, requests should be directed to the third party special events campus coordination office by calling 979-862-9132 or emailing specialevents@dsa.tamu.edu.

- 1.2 Upon receipt of written confirmation of space availability, the third party requestor will submit the required event information through the third party special event portal by visiting: <http://specialevents.ucenter.tamu.edu/>.
- 1.3 Information collected in the portal will be reviewed to identify and assess the risks associated with each event. Upon review, a determination will be made if security personnel or additional event staff are required.
- 1.4 Notification of the third party special event detail submission and required special event coordination needs will be communicated to the appropriate event space/facility manager. The event space/facility manager will collect all university required forms, to include a university approved third party special event agreement, confirm scheduling of all university safety and security staff and submit copies of all documentation to the Third Party Special Event Campus Coordination Office.

2. RESPONSIBILITIES

2.1 THIRD PARTY SPECIAL EVENTS CAMPUS COORDINATION OFFICE

- 2.1.1 Collect and review all third party special event details and makes a recommendation for campus safety and security measures.
- 2.1.2 Coordinate communication between third parties, space/facility managers, university safety and security departments, and others as needed with special event details.
- 2.1.3 Maintain third party special event records.
- 2.1.4 Send communications to Environmental Health and Safety, Emergency Medical Services, the University Police Department, and Transportation Services that include the date, time, location, space/facility coordinator and requesting event contact of all third party events taking place on the Texas A&M Main Campus as needed. Post weekly communications to <http://specialevents.ucenter.tamu.edu/> for public view.

2.2 SPACE/FACILITY MANAGER

- 2.2.1 Direct all third party special event requestors to the third party special event portal for submission of required event information.
- 2.2.2 Collect all required university documentation, to include a university approved third party agreement signed between the university and third party, and submits copies to the Third Party Special Event Campus Coordination office for record.

2.2.3 Complete and submit the university required third party special event contingency plan documentation to the Third Party Special Event Campus Coordination Office.

2.2.4 Ensure that third party event hosts and event activities adhere to all applicable Texas A&M University rules and procedures. Obtain all necessary insurance and licenses.

2.3 THIRD PARTY

2.3.1 Provide accurate and timely event detail information to both the space/facility manager and the Third Party Special Event Coordination Campus Office. Failure to do so can result in the cancellation of current and future events at Texas A&M University.

Contact Office

Contact University Center & Special Events at 979-862-9132 for SAP clarification and interpretation.

OFFICE OF RESPONSIBILITY: University Center & Special Events