

STANDARD ADMINISTRATIVE PROCEDURE

24.99.99.M0.02 External Client Events

Approved April 16, 2018

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Standard Administrative Procedure Statement

Events organized by an external party but held on the Texas A&M University campuses must be sponsored by a recognized student organization, university academic or administrative unit, or an A&M System member.

Definitions

Designated Public Forum means other parts of campus that may become temporarily available for expressive activity as designated by the university. These temporary locations, while in existence, will be treated similar to traditional public forums like public streets, sidewalks, and parks in terms of access and availability for expressive activity. Obstructing or impeding the flow of vehicular or pedestrian traffic is prohibited.

Eligible Sponsor means (i) a recognized student organization; (ii) a university academic or administrative unit; or (iii) an A&M System member.

External Client Event is an event or program not hosted by a recognized student organization, a university academic or administrative unit, or A&M System member.

Small Group means where a crowd of 25 or less will be present and/or where an event is not promoted in advance.

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

Traditional Public Forum means the University's public streets, sidewalks, parks, and similar common areas. These areas are generally available for expressive activity, planned or spontaneous, for the individual or small groups at any time without the need for reservation, or prior approval. Obstructing or impeding the flow of vehicular or pedestrian traffic is prohibited.

Official Procedure

1. EXTERNAL CLIENT EVENT REQUESTS

- 1.1 Organizers of external client events held on Texas A&M University campuses must be sponsored by an eligible sponsor, subject to the exception in 1.2.
- 1.2 Organizers of external client events are **not** required to have an eligible sponsor for planned or spontaneous events being held in a *traditional public forum* or *designated public forum* when the event involves a small group (not promoted in advance and/or expected to draw a crowd of less than twenty-five (25) people). Organizers for such events are also **not** required to have an advance reservation for the event.
- 1.3 Organizers of external client events **are** required to have an advance reservation for planned or spontaneous events being held in a traditional public forum or designated public forum when the event is promoted in advance and/or expected to draw a crowd of more than twenty-five (25) people.
- 1.4 An advance reservation is also required by organizers of external client events for activities near intersections, and/or in close proximity to academic buildings anytime classes or study activities or research is taking place at the location. To better understand expressive activity forums on campus, see Appendix XI to the Student Rules: <http://student-rules.tamu.edu/append11>.
- 1.5 External client event requests for reservable locations should be forwarded by the eligible sponsor to the space/facility coordinator responsible for the management of the desired event site.
- 1.6 Sufficient information should be collected to permit a review and to identify and assess the risks associated with each event including a university approved External Client Event Agreement. Upon review, a determination will be made if security personnel or additional event staff is required.

2. RESPONSIBILITIES

2.1 SPACE/FACILITY MANAGER

- 2.1.1 Direct all external client event requestors to identify a recognized student organization, university academic or administrative unit, or an A&M System member.
- 2.1.2 Collect and review all external client event details.
- 2.1.3 Communicate upcoming external client events to university safety and security departments (i.e., Environmental Health and Safety, Emergency Medical Services, University Police Department, Transportation Services, Facilities &

Dining Administration, etc.) to provide the opportunity to assess related risks and ensure appropriate mitigating activities are in place. Details include, but not limited to, the date, time, location, space/facility coordinator, and requesting event contact of all external client events taking place on the Texas A&M Campuses as needed.

2.1.4 Coordinate communication between external clients, sponsoring organizations, university safety and security departments, and others as needed with special event details.

2.1.5 Ensure that external client and event activities adhere to all applicable Texas A&M University rules and procedures, and obtain all necessary insurance and licenses.

2.1.6 Communicate evacuation plans to sponsoring organization, unit, or A&M System member, and external client.

2.2 SPONSORING ORGANIZATION, UNIT, OR A&M SYSTEM MEMBER

2.2.1 The sponsoring unit will coordinate communication between the external client and the space/facilities manager for the desired space.

2.2.2 If the external clients are unable or unwilling to pay the fees assessed, the sponsoring unit will be responsible for any unpaid charges.

2.3 EXTERNAL CLIENT

2.3.1 External clients must provide accurate and timely event detail information to the space/facility manager. Failure to do so can result in the cancellation of current and future events at Texas A&M University.

2.3.2 The external client is responsible for costs associated with the event including, but not limited to, space rental, staff support, catering, audio/visual, and security as needed or deemed necessary by the university. Security will be coordinated by the university and charges will be paid by the external client.

Form

[External Client Event Agreement](#)

Contact Office

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