

STANDARD ADMINISTRATIVE PROCEDURE

34.01.99.M0.01 Special Event Permit Requirement

Approved December 19, 2025

Next Review Date: December 19, 2030

SAP Statement

To ensure the safety, compliance, and operational coordination of special events held on university property, Texas A&M University establishes a mandatory permit process. Special events—whether singular or recurring—present potential risks to participants, workers, spectators, and bystanders. Therefore, all proposed or anticipated special events must undergo a detailed review and evaluation in the form of an event permit process before approval. At a minimum, risk identification and mitigation efforts must be evaluated for each event before approval to ensure adequate safety measures.

Reason SAP

Special events can significantly impact university operations, campus safety, and regulatory compliance. This permit process ensures that university resources are allocated appropriately, minimizes risk exposure, and upholds legal and environmental standards. Additionally, this rule prevents disruptions to daily operations, protects university property, and provides clarity for event organizers regarding logistical and safety expectations.

Definitions

Event – Any planned gathering of persons that requires a reservation of space.

Special event – An event that, based on the scale and scope, uniqueness, complexity, and regulatory requirements, require coordination and resources from multiple operational departments.

Official Procedure

1. SPECIAL EVENT OVERSIGHT STRUCTURE

1.1. The Chief Operations Officer of Texas A&M has established two committees to oversee special events on campus.

1.1.1. The Event Coordination Committee is comprised of representatives from relevant departments and entities involved in event review and management and is charged with reviewing and approving special events that significantly impact campus operations.

1.1.1.1. The committee meets monthly to enhance coordination amongst university partners by reviewing upcoming large-scale special events, identifying resources needed to support events, deconflicting the special events calendar, and providing overviews to the Event Executive Committee.

1.1.1.2. High-profile events and events not receiving approval consensus of this committee will be elevated to the Event Executive Committee for evaluation and approval.

1.1.2. The Event Executive Committee is comprised of high-level university executives and affiliates and is charged with reviewing the reputational, operational, and financial implications of large-scale special events that may be high profile, impactful, political, and/or of national significance.

1.1.2.1. The committee meets quarterly to discuss implications for upcoming large-scale special events that need leadership approval and awareness.

1.1.2.2. The committee will make recommendations to the Texas A&M University President for approval on events aligning with university goals.

2. GENERAL

2.1. Events will be reviewed by the Event Coordination Committee (or its designee) based on the following criteria to determine if they qualify as a special event:

2.1.1. Scale and Scope – Large audience impact, campus-wide participation, external stakeholder involvement, or cross-departmental coordination.

2.1.2. Uniqueness – One-time occurrences such as high-profile speakers or major festivals, excluding routine activities unless they involve special circumstances.

2.1.3. Complexity – Requires additional departmental permits, security measures, specialized equipment, venue modifications, or extensive logistical planning.

- 2.1.4. Regulatory Compliance – Subject to university rules and SAPs, System policies and regulations, local ordinances, or legal requirements.
- 2.2. Events classified as special events must complete the university permit process.
- 2.3. The permit process does not assess event content; its sole function is safety and compliance.
- 3. OBJECTIVES OF THE PERMIT PROCESS
 - 3.1. Identify required campus resources and departmental permits without evaluating event content.
 - 3.2. Ensure compliance with university rules and SAPs, safety standards, and environmental protocols.
 - 3.3. Confirm that staffing and logistical support are in place for successful execution.
 - 3.4. Safeguard university property and minimize disruptions to campus operations.
- 4. EXCLUSIONS
 - 4.1. The following events are not required to secure a permit prior to the event, however they are still required to follow applicable laws, local ordinances, System policies and regulations and University rules and procedures, as applicable.
 - 4.1.1. Events organized by non-sponsored student organizations
 - 4.1.2. National Collegiate Athletic Association (NCAA) sporting events and related activities.
 - 4.1.3. Expressive activities as defined in University Rule *08.02.01.M1*
- 5. APPLICATION PROCESS
 - 5.1. A Special Event Proposal application must be submitted within 7 days of reserving a venue on campus.
 - 5.1.1. Special Event Proposals must include expected attendance, venue reservation confirmation, and general event details.
 - 5.2. All Special Event Proposals will be reviewed by the Permit Administrator. The Permit Administrator will determine if a Special Event Proposal is accepted or if further review is needed by the Event Coordination Committee or the Event Executive Committee.
 - 5.3. Following the acceptance of a Special Event Proposal, a Special Event Permit application must be submitted within 14 days.

- 5.3.1. Special Event Permit applications must include all specific event details, documentation of required departmental permits, and proposed logistical requirements.
 - 5.4. University departments will review submissions for feasibility and compliance.
 - 5.4.1. Organizers will be notified promptly if additional information or modifications are required.
 - 5.5. Upon confirmation of review by all applicable university departments and verification of all required departmental approvals, a Special Event Permit will be issued.
6. COMPLIANCE & ENFORCEMENT
- 6.1. Failure to secure a permit may result in:
 - 6.1.1. Event cancellation or loss of hosting privileges.
 - 6.1.2. Future restrictions on event approvals for non-compliant organizers.

Related Statutes, Policies, or Requirements

[University SAP 08.01.02.M0.02, Service Animals, Emotional Support Animals, and Other Animals on Campus](#)

[University Rule 08.02.01.M1, Expressive Activity on Campus](#)

[University SAP 09.02.99.M0.02, Commercial Filming, Videotaping and Photography](#)

[University SAP 21.99.09.M0.01, Temporary Tent or Canopy Installation on Campus](#)

[University SAP 21.99.09.M0.03, Access to University Property for Sales and Solicitations](#)

[University SAP 24.01.01.M4.02, Food Safety and Sanitation](#)

[University SAP 24.01.01.M7.04, Crowd Manager Program](#)

[University Rule 24.01.06.M1, Campus Programs for Minors](#)

[University SAP 24.01.07.M0.01, Unmanned Aircraft Systems \(UAS\)](#)

[University SAP 24.99.99.M0.02, External Client Events](#)

[University SAP 24.99.99.M0.01, University Utility Locate Procedure](#)

[University SAP 25.07.01.M1.01, President's Delegation of Authority for Contract Administration](#)

[University SAP 34.03.99.M0.01, Alcoholic Beverages](#)

[University SAP 34.06.01.M0.01, Purposes and Services of the University Police Department](#)

[University Rule 34.06.02.M1, Carrying Concealed Handguns on Campus](#)

Forms

Online Special Event Proposal and Special Event Permit Applications accessible at eventpermit.tamu.edu.

Contact Office

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