



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 #
(For Student Activities use only)

Step 1

Today's Date Organization/Department 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 two full business days in advance 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
Internal vending/sales
Distribution of printed information; fliers, etc.
Ticket sales/distribution
Philanthropy related event
Fun Runs or blood drives
Use of any Texas A&M University logos or trademarked symbols
Physical Activity
Distribution/sale of food
Tent Setup

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.

Chief Student Leader's Signature
Printed Name
Phone Number
E-mail address
Advisor's Signature
Printed Name
Phone Number
E-mail address

Contact:

Please provide contact information below if you have another officer working with the concessions process.

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, 205 E. Bizzel.

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 Concession Contact 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 | _____ | REQUIRED SIGNATURES |
| <input type="checkbox"/> Blocker (517 Blocker Building) | _____ | _____ |
| <input type="checkbox"/> Corps of Cadets Area (Lounge A)/Simpson Drill Field | _____ | _____ |
| <input type="checkbox"/> Dining Halls (Dining Services, Agronomy Road) | _____ | _____ |
| <input type="checkbox"/> Commons Lobby (Commons)/Hullabaloo Hall | _____ | _____ |
| <input type="checkbox"/> Koldus North Plaza (Room 103, Rudder Tower, Reservation # _____) | _____ | _____ |
| <input type="checkbox"/> *Street, Parking lot Events, or Blood Drives (Transportation Services) | _____ | _____ |
| <input type="checkbox"/> Wehner Building (158 Wehner) | _____ | _____ |
| <input type="checkbox"/> Rudder Plaza (Room 103, Rudder Tower, Reservation # _____) | _____ | _____ |
| <input type="checkbox"/> Sbisa Plaza (Room 103, Rudder Tower, Reservation # _____) | _____ | _____ |
| <input type="checkbox"/> 12th Man Hall (Room 103, Rudder Tower, Reservation # _____) | _____ | _____ |
| <input type="checkbox"/> Kyle Field Plaza | _____ | _____ |
| <input type="checkbox"/> Student Recreation Center/Penberthy Rec Sports Complex | _____ | _____ |
| <input type="checkbox"/> Other _____ | _____ | _____ |

*All Outdoor Areas will require copies of the permit request sent to SSC. 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 Facilities Services.

An approval signature should be provided here: _____

Step 7

All items must be completed on the first and second page of the permit application. Turn the Completed form in to the front desk of the SODA (Student Organization Development & Administration) Office - Suite 142 John J. Koldus Building.

For Student Activities Use Only	
<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"/> Consignment contract is completed and attached (if required)
<input type="checkbox"/> Appropriate samples (ie. t-shirts, fliers) included with permit	

Reviewer: _____ Date: _____

Concession Admin: _____ Date: _____

Reminders: _____

