



Texas A&M Department of Recreational Sports Resource Table Request Form

Please return completed form to Kelly VonDrehle, Rec Center Room 202, at least 2 weeks before your requested date. See the back of this form for rules and guidelines. Incomplete forms will be discarded. Thank you.

STEP 1

TAMU Permit #: _____
(From concessions permit)

Today's Date: _____ Contact Person: _____

Email: _____ Telephone #: _____

Organization or Department Name: _____

Date(s) Requested: _____ Time Requested: _____

Description of Event: _____

STEP 2

Student Organizations:
TAMU Departments:

Please complete the form by having your president and advisor sign.
Please complete the form by signing under Department Staff.

Student Organization President and Advisor:

Signature: _____ Signature: _____
Printed Name: _____ Printed Name: _____
Email: _____ Email: _____
Phone #: _____ Phone #: _____

TAMU Department Staff:

Signature: _____
Printed Name: _____
Email: _____
Phone #: _____

STEP 3

Turn in the completed form to the Receptionist in room 202 on the second floor of the Student Recreation Center or send the request by campus mail to, Kelly VonDrehle, Department of Recreational Sports, mail stop 4250. You will be notified by phone or campus mail regarding approval of your Permit. If approved, you will be notified by email and your table will be set up with the permit taped to the corner on the approved date(s).

For office use only

APPROVAL - RESOURCE TABLE PERMIT

Confirmation #: _____

Beginning Date: _____ Ending Date: _____ Time: _____

Permit #: _____ Group Name: _____ # of Tables: _____

Authorizing Signature: _____

This permit must be displayed on the table throughout your event. Please tape to front right corner of table.

Please refer to the Resource Table Policies (online) for a full explanation of your responsibilities while hosting a resource table in the Rec Center.

TEXAS A&M UNIVERSITY DEPARTMENT OF RECREATIONAL SPORTS

RESOURCE TABLE GUIDELINES

The following guidelines provide instructions to assist student organizations and University departments in obtaining permission to use a resource table in front entrance of the Student Recreation Center.

1. Eligibility:

Before requesting permission for a resource table at the Student Recreation Center, make certain of the following:

- a) Your organization is officially recognized by Texas A&M University
- b) The organization has not exceeded the time limit of one table representing two (2) continuous days in each calendar month.
- c) The application form has been completed in its entirety, including the appropriate signatures.

2. How to Apply for a Resource Table:

- a) Fill out a concessions permit (available at Koldus Room 125 or via student activities online) and bring to the Student Recreation Center 2nd floor for signature. **This must be approved by Student Activities before you can request a resource table.**
- b) Once the concessions permit is approved fill out a Resource Table Application and attach a copy of your approved Concessions Permit. Resource table applications are available online or at the second floor Reception Desk of the Student Recreation Center. Turn in your completed form in Room 202 at the second floor reception desk of the Student Recreation Center, or send it by campus mail to Kelly VonDrehle, Department of Recreational Sports, mail stop 4250 at least two weeks prior to the first day requested and no longer than 28 days prior to the first day requested. The Department of Recreational Sports will only reserve two tables at any one time.
- c) When the Resource Table Application has been approved, you will receive a confirmation via email. Simply show up on the day of your reservation and look for the table in the lobby; it will have your permit taped to the corner.

3. Your Responsibilities while in the Student Recreation Center:

- a) A copy of the Resource Table Permit must be attached to the top of the table
- b) The name of the organization and event must be displayed. You may hang or tape information to the front of the table; please do not attach anything to the walls or columns in the Rec Center.
- c) Organizational personnel must be present while the table displays your information. No unmanned tables are allowed. Rec Center employees are not available to watch your table or answer questions.
- d) Please remove your material during hours your personnel are not available. Storage is not provided at the Rec Center.
- e) **No food or drinks are allowed.**

4. Post-Resource Table Responsibilities:

Please remove all your material when your resource time is over. Please pay particular attention to removing any tape you may have used. Please clean the table if it was soiled during your use.

QUESTIONS? Contact Kelly VonDrehle at kvondrehle@rec.tamu.edu or 979.845.1001

Reservations are subject to change or cancelation for Academic Classes, Programs, or Scheduling Concerns.