



External Client Sponsorship Request Process

Recreational Sport (Rec Sports) provides external clients the opportunity to host events at our facilities through a formal sponsorship process. Prior to submitting a request for use of our space, the external client must secure sponsorship from a recognized Texas A&M student organization, a Texas A&M University academic or administrative unit, or from an A&M System member. The external client sponsorship request form must be completed and submitted to Rec Sports no less than fourteen (14) days prior to the event date. Complex events (conferences, large gatherings, significant security required, etc.) may require more notice.

Responsibilities and requirements for Sponsorship of external clients by the sponsoring organization or unit, requires a representative of the student organization or unit be in attendance at the event. Additionally, the sponsoring unit or group understands they assume responsibility for any unpaid costs or damages associated with the event and must provide the hosting department with an on campus account number if the for mentioned occurs.

Securing a sponsor does not guarantee the request will be approved by Rec Sports. Other factors to be considered are the availability of space, weather, and proximity to finals and holiday breaks. The Rec Sport's External Client Review Committee will review all requests within five (5) working days after the receipt and provide the requestor with a response. Complex events may require a longer review process. Additional information may be required in the review process of your request.

*All TAMU recognized student organizations can be found at the following website:

<https://stuactonline.tamu.edu/app/organization>

*Texas A&M System Affiliates may be located by visiting the Texas A&M System Website at:

<https://www.tamu.edu>



Facility Reservation Request for External Groups with Sponsorship

This form must be submitted to Rec Sports prior to the event date.

Securing a sponsor does not guarantee that the request will be approved by Rec Sports.

The Rec Sports External Client Committee will respond to all requests within 5 working days after receipt.

External Client Contact Information:

Name: _____

Phone Number: _____

Company: _____

Email Address: _____

Sponsor Contact Information:

Department/Organization: _____

Phone Number: _____

Contact Name: _____

Email Address: _____

Role/Title: _____

Account Number: _____

Advisor's Name: _____

Advisor Email: _____

Advisor's Phone # _____

Event Information:

Event Name _____ Event Activity _____ Approximate Number of People _____

Please give a detailed description of the event, including an explanation of the direct benefit to the University. You may attach additional pages to this form if necessary.

Date of Event:

Day of Week	Date	Facility/Room Request	Time Request (beginning/ending)

Please select all that apply:

- Food/Beverages will be served
- Tickets to be sold
- Will a Rec Center Facility Tour be needed? (Time _____)
- Will Alcohol be served? (Tamu vendor required)
- Donations accepted at event
- Merchandise to be sold
- Media/Press Involved
- Will minors attend the event?

I understand that additional information may be needed, and that this request may not be approved by the Rec Sports External Client Review Committee

I affirm that my recognized Texas A&M student organization, a Texas A&M University academic or administrative unit, or an A&M System member or affiliate approves this request. I understand that my sponsorship requires that a representative from my student organization, department, or

Texas A&M System be in attendance at the event **unless Rec Sports agrees that attendance is not required.** Additionally, I understand that any unpaid costs associated with this event will become the responsibility of my student organization or department and a account number or an Approval to Charge from the SOFC are required to secure payment if the group defaults in payment for the event. The reputation of the sponsoring Dept. /Organization as well as the University's will be represented by the actions of the group sponsored while on campus.

Signature of Requestor _____ Date _____

Signature of Sponsoring Student Organization, _____ Date _____

University Department, or Texas A&M System affiliate

Signature of Advisor _____ Date _____

Staff Use Only:

Rec Sports External Client Review Committee:

- Approved
- Denied

Rec Sports Associate Director Facilities Signature _____ Date _____

Rec Sports Director Signature _____

Vice President Student Affairs Signature _____ Date _____

Reservation # _____
Date Entered _____
Entered By _____
Reservation Scanned _____

Facility approval is based on the availability of space. Please review the attached confirmation. Any changes to your request will be reflected on the confirmation sheet. Facility Deposit is due within 10 days of securing your reservation to hold the room for your event and should be paid from the confirmation received. You will receive a preview invoice for any remaining facility rental and equipment charges the week of your event with the remaining balance and it must be paid 48 hours prior to the event or the event will be canceled. After your event you will receive a final invoice outlining rental fees and any additional charges if