

# CONCESSIONS PERMIT FORM

Texas A&M University Department of Student Activities

## CONCESSIONS FORM REQUIREMENTS

Per [University Rule 21.99.09.M1](#), recognized student organizations, departments, colleges, and divisions wishing to solicit donations, or to make sales and/or rentals to an open audience on Texas A&M University property are required to obtain a Concessions Permit Form approved by the Department of Student Activities.

**Initial submissions must be completed at least five (5) business days prior to the requested activity date** to allow time for all required signatures and approvals. **The entire permit form must be signed and approved at least one business day prior to the concessions activity; otherwise, the activity is not permitted.** Each organization/department may receive one exemption to this deadline per academic year, should the Concessions Administrator have sufficient time to process the request. Finally, **concessions permits are limited to five (5) days per calendar month** to provide equal access to all groups. Contact [soda@stuact.tamu.edu](mailto:soda@stuact.tamu.edu) or 979.458.4371 with any questions or concerns.

## EVENT DESCRIPTION

Form Submitted on behalf of a:  Recognized Student Organization  University Program, Department, or College

Student Organization/Department Name: \_\_\_\_\_

SOFC Account Number (student organizations only): \_\_\_\_\_

Concessions Activity Date(s): \_\_\_\_\_ Concessions Activity Time(s): \_\_\_\_\_

Detailed description of activity and/or concession item(s) to be sold, given away, or collected:

**Will this event take place in a University Center facility?**

Yes  No

See the University Center (UCEN) [website](#) for a full list of facilities, including the MSC, Rudder, etc.  
If yes, attach the event estimate provided by UCEN.

**Will you collect donations (either monetary or non-monetary)?**

Yes  No

If yes, attach a [letter from the beneficiary](#), confirming that they support your activity.

**Are you selling printed apparel or merchandise with [Texas A&M trademarks](#)?**

Yes  No

If yes, indicate the vendor below and attach a copy of your invoice or proof.

Apparel/Merchandise Vendor Name: \_\_\_\_\_

**Is this event a blood drive?**

Yes  No

If yes, attach a signed copy of the [Blood Drive Guidelines](#).

**Is this event a fun run, 5K, or other race?**

Yes  No

If yes, attach a copy of your completed [Fun Run paperwork](#) from Transportation Services.

**Will you sell or distribute food?**

Yes  No

If yes, attach a completed [Food Distribution Form](#).

**Does this event involve live animals?**

Yes  No

If yes, attach a completed and signed copy of the [Animals Activities Form](#).

**Will this event utilize tents?**

Yes  No

If yes, attach an approved copy of the [Tent Application Form](#).

**Will an outside vendor be present?**

Yes  No

*If yes, the student organization/department must be the entity collecting any funds to comply with Student Organization Finance Center and/or University Fiscal Account policies. Attach a completed and signed consignment agreement. If the vendor would like to conduct direct sales, a University-approved contract must be in place.*

**LOCATION APPROVAL**

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 the concessions activity. **The selected location will automatically route this form to have the building proctor sign off before getting final approval.**

**Requested location:** \_\_\_\_\_ **Building Proctor Approval:** \_\_\_\_\_

**If "Other Location" was selected, please indicate location here:** \_\_\_\_\_

**Note:** Only one form per location. If you wish to host your event at multiple locations, please submit additional forms.

**Building Proctor Comments (Optional):**

**REQUIRED ACKNOWLEDGMENTS**

\_\_\_\_\_ I will agree to keep a financial record of all transactions made and will submit all records to the Concessions Committee upon request.

\_\_\_\_\_ I will be responsible for seeing that any income from this activity is deposited in the Student Organization Finance Center or TAMU Fiscal Account by the end of the next business day from the receipt of funds.

\_\_\_\_\_ I understand the policies and procedures as outlined for this permit and agree to accept responsibility for observance of such policies and procedures.

\_\_\_\_\_ I acknowledge that my products and promotional materials are free of discriminatory language as consistent with the university's statement on harassment and discrimination.

\_\_\_\_\_ I understand that this permit is not valid until signed by the organization's chief student leader/treasurer and advisor, the building proctor, and the Concessions Administrator.

\_\_\_\_\_ I will bring a physical or digital copy of the approved concessions permit to my event or activity.

Chief Student Leader or Treasurer's Signature (*student organizations only*): \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Advisor/Department Representative's Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**FOR STUDENT ACTIVITIES USE ONLY**

**CONCESSIONS PERMIT NUMBER:** \_\_\_\_\_

- Organization is currently recognized and in good standing
- Appropriate documentation is included
- Form was submitted at least five (5) business days prior to the first requested concessions date
- Organization has not exceeded the 5 day per calendar month limit
- Organization is using a one-time exemption

SODA Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Concessions Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reminders** *(Optional)*: