

# TEXAS A&M UNIVERSITY RESEARCH PARK

## EVENT INFORMATION

Type of Event: \_\_\_\_\_

Date of Event: From: \_\_\_\_\_ To: \_\_\_\_\_ Time: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Approximate # Attending: \_\_\_\_\_

Faculty Advisor (If applicable) \_\_\_\_\_ Phone # \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

## COORDINATION SHEET

Obtain the signatures and return to the Research Park Office, currently located in the General Services Complex, Suite 3408 Main Research Park Office is at 1700 Research Parkway, Suite 150, College Station, TX 77845, or fax to (979) 862-7130.

**1. Research Park Office Preliminary Approval**

Scott Williams (GSC 3408)  
Date: \_\_\_\_\_ 862-1769 fax: 845-9262

\_\_\_\_\_

**2. Student Activities (Program Coordinator)**

Jason Boyle  
Date: \_\_\_\_\_ 845-0692 fax: 847-8854

\_\_\_\_\_

**3. Transportation Services Special Events**

Lynn Wiggs  
Date: \_\_\_\_\_ 862-6585 fax: 458-3964

\_\_\_\_\_

**4. Recreational Sports**

Tawyna Bomnskie  
Date: \_\_\_\_\_ 862-1322 fax: 845-0838

\_\_\_\_\_

**5. Ground Maintenance (West)**

Tom Palmos/Brian Ashom  
Date: \_\_\_\_\_ 845-5511 fax: 458-0456

\_\_\_\_\_

**6. University Police Department**

Assistant Chief Mike Ragan  
Date: \_\_\_\_\_ 845-2345 fax: 847-2345

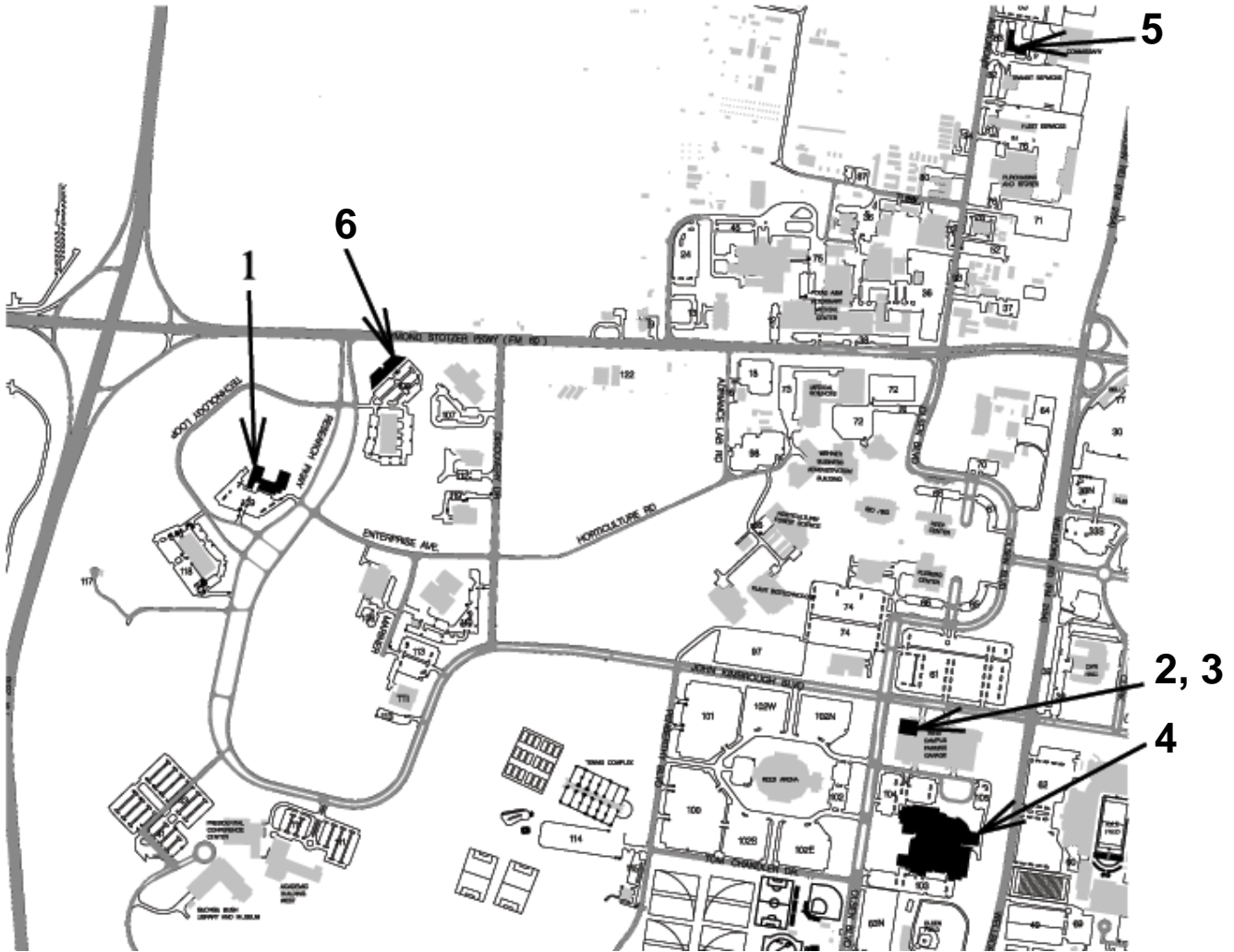
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**7. Research Park Office**

Scott Williams (GSC 3408)  
Date: \_\_\_\_\_ 862-1769 fax: 845-9262

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# CAMPUS MAP



1. Research Park Office, Research Park 2 Building #1599  
1700 Research Parkway, Suite 150
2. Student Activities, John J. Koldus Building #383  
125 John J. Koldus, Room 125
3. Transportation Services, John J. Koldus Building #383  
125 John J. Koldus, Room 108
4. Recreational Sports, Building #1560  
202 Recreation Center
5. Ground Maintenance, Building #970
6. University Police Department, Building #1602  
1111 Research Parkway

# TEXAS A&M UNIVERSTIY RESEARCH PARK

## Use and Permit Request

1. Any request for the use of the Texas A&M University Research Park must be submitted 2 weeks prior to the planned event.
2. The requesting organization/individual is responsible for all facilities used by the organization/individual.
3. Do not mark or paint instructions on street signs or other property of the Research Park; only masking tape may be used for marking directions and must be removed immediately following the event.
4. The area used by the organization/individual must be cleaned immediately following the event. All trash must be physically removed from the Research Park (do not place trash in park receptacles). If the cleaning is not satisfactory, as determined by the Research Park staff, the requesting organization/individual will be charged a minimum cleaning fee of \$25.00.
5. Requesting organization/individual should understand that the sale of non-commercial packaged food items requires a food handler's permit for all persons involved.
6. Requesting organization/individual agrees to protect, hold harmless, and indemnify the Texas A&M University Research Park, Texas A&M University, and the Texas A&M University System and all their employee against liabilities, claims, suits, or demand for injuries to any person and/or property growing out of the requesting organization's/individual's use of the Texas A&M University Research Park facilities.
7. As no public restrooms facilities are located in the Park, when the event is scheduled to last more than three hours, the requesting organization/individual must provide, at their expense, portable facilities. Location to be determined by the Research Park staff.
8. Requesting organization/individual must insure that an appropriate parent or guardian release form is secured on each minor participating in the event.
9. As no electrical power is in the park for public use, no activities will be scheduled to begin, extend or be conducted during the hours of darkness. If electricity is required for sound systems, the requesting organization must furnish its own generating system.
10. The requesting organization/individual agrees to provide continuous supervision of the event and to insure that there is no abuse or violation of the laws of the State of Texas, or the rules and regulations of Texas A&M University.
11. No activities will be held on the Park streets, which exceed the posted speed limit.
12. Research Park roads will not be closed or restricted for an event.
13. Fees may not be charged for events held at the Research Park.

**I have read the above and I take full responsibility for myself/my organization in complying with the terms stated in this release.**

\_\_\_\_\_  
Signature of Person Responsible                      Date                      Phone

\_\_\_\_\_  
Signature of Advisor ( if applicable)                      Date                      Phone