

EVENT NOTIFICATION

Event Name: _____
Type of Event: _____
Date(s) of Event: _____ Time: _____

TAMU Sponsoring Organization

Event Coordinator/Contact Person: _____
Phone: _____ Email: _____
Department/Organization Name: _____
Advisor/Contact Name: _____
Phone: _____ Email: _____

Required Traffic Controls

Cones: _____ Barricades: _____ Road Signs: _____
Flaggers (w/vests, stop signs): _____ Parking Services Officers: _____

Approved Route markings

Special Conditions/Additional Support Required

Pick up safety video kit 2 weeks prior to event.
Pick up equipment the Wednesday prior to event, subject to return of the video & video signature form.

There is a minimum Event Fee of \$100 to be collected by Transportation Services for event support. This fee covers the labor cost of course setup by Transportation Services personnel and the use of Transportation Services safety equipment. Additional charges may apply. Failure to return any materials supplied by Transportation Services will result in additional charges.

Transportation Services Use Only

Safety Video #: _____ Out: ____ / ____ / ____ In: ____ / ____ / ____
Fee Collected: \$ _____ / ____ / ____
Route #: _____ TSCN _____

EVENT NOTIFICATION

Organizational Guidelines

The purpose of this document is not to grant approval or permission for the planned event, but to ensure notification of the event and to ensure the adherence to safety guidelines set forth by Texas A&M University. It is the responsibility of the sponsoring organization/individual to obtain approval from and notify the appropriate Texas A&M University departments.

The sponsoring organization/individual is responsible for all facilities used for the event and assumes all liability of risk for the event. The area used by the organization/individual must be cleaned immediately following the event. The sponsoring organization/individual agrees to protect, hold harmless and indemnify Texas A&M University and the Texas A&M University System and all their employees against liabilities, claims, suits or demands for injuries to any person and/or property growing out of the requesting organization's/individual's use of Texas A&M University facilities. The sponsoring organization/individual agrees to provide continuous supervision of the event to ensure that there is no abuse or violation of the laws of the State of Texas, the rules and regulations of Texas A&M University, or the guidelines set forth in this document.

Fun Runs

1. Participants must adhere to the route defined in the attached map. The sponsoring organization/individual assumes and all liabilities associated with any deviations from this route.
2. Participants must run on sidewalks. The only exception would be at the beginning of the race. A point will be marked on the route and all participants must be on the sidewalk after that point.
3. All traffic controls and safety equipment must be in place before the event may begin. Traffic control equipment shall not be relocated, adjusted, obstructed or tampered with in any fashion once Transportation Services personnel place the equipment.
4. Route markings and signs are not allowed unless specifically authorized by this agreement. No permanent marking materials will be authorized.
5. The group/individual organizing the Fun Run must provide volunteers (flagger, crossing guards) to monitor and control specific intersections along the route. The intersections will be marked on the attached map. All flaggers must view the Safety Video, "Flagging Operations and Procedures," and sign the accompanying form stating compliance with the safety rules presented in the video.

Bike Races

1. Participants must adhere to the route defined in the attached map. The sponsoring organization/individual assumes any and all liabilities associated with any deviations from this route.
2. All traffic controls and safety equipment must be in place before the event may begin. Traffic control equipment shall not be relocated, adjusted, obstructed or tampered with in any fashion once Transportation Services personnel place the equipment.
3. Route markings and signs are not allowed unless specifically authorized by this agreement. No permanent marking materials will be authorized.
4. The group/individual organizing the Fun Run must provide volunteers (flagger, crossing guards) to monitor and control specific intersections along the route. The intersections will be marked on the attached map. All flaggers must view the Safety Video, "Flagging Operations and Procedures," and sign the accompanying form stating compliance with the safety rules presented in the video.

I have read the Organizational Guidelines and I take full responsibility for myself and my organization in complying with the terms stated above. I understand it is my responsibility to provide notification of the event to the appropriate TAMU departments.

Organization Responsible for Event: _____

Signature of Person Responsible

Date