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 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?

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):

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________