



**CLAYTON W. WILLIAMS, JR. ALUMNI CENTER  
OPERATIONS AND POLICY MANUAL**

**EXTERNAL EVENTS**

*Revised February 2018*

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## ABOUT THE ASSOCIATION OF FORMER STUDENTS

For over 139 years, The Association of Former Students has drawn Aggies together in service and support of Texas A&M University. The proud legacy of loyal former students is recognized and admired throughout the world. Today, the Aggie Network consists of countless former students, students, parents, faculty, staff and friends of Texas A&M who represent a powerful and prominent resource for our great university.

Our founding charter states that The Association of Former Students is formed for “the support of benevolent, charitable and educational undertakings by extending financial and other aid to students of Texas A&M University; by promoting social, literary and scientific pursuits; by perpetuating and strengthening the ties of affection and esteem formed in university or college days; by promoting the interests and welfare of Texas A&M University and education generally in the State of Texas.” The Association provides significant value to the worldwide Aggie Network through our mission to:

- Strengthen The Association of Former Students;
- Promote the interests and welfare of Texas A&M University;
- Perpetuate ties of affection and esteem formed in university or college days; and
- Serve the Student Body.

In 2004, the Board of Directors of The Association of Former Students created a bold vision for our organization – to be the premier alumni organization.

Through the generous support of donors, The Association of Former Students raises unrestricted gifts for the Annual Fund. Our total impact on Texas A&M University in 2018 will be 12.6 million which includes \$5.7 million in cash support for academic programs and scholarships, student activities, and faculty, staff and student recognition; \$3.4 million in support provided through our Aggie Ring Office, Campus Programs Office, usage of the Clayton W. Williams, Jr. Alumni Center, database and production/mailroom services; and \$3.5 million in former student programs, including reunions and class newsletters, publications, AggieNetwork.com, programs and events and alumni recognition programs.

The Association of Former Students constructed our first free-standing building, the Clayton W. Williams, Jr. Alumni Center, in 1987. Located on the corner of George Bush Drive and Houston Street, our premier facility is situated on six acres of land on the campus of Texas A&M University and is named in honor of Clayton W. Williams, Jr. '54 who generously provided the principle gift to make the alumni center a reality. In 2008, a \$17 million enhancement project was initiated to provide a welcoming and engaging environment for prospective students, current students, former students, friends of Texas A&M and their families. In addition to new and expanded meeting space, six interactive exhibits were created to tell the stories of Texas A&M's proud past and reflect on The Association's commitment to the future. Through these exhibits, the history of Texas A&M comes to life in blazing video; the press of a button elicits a story about great former students such as Kyle, Rudder, Harrington and Zachry; the drum cadence of the Aggie Band punctuates each point in our university's proud past; Aggies are able to reflect on the significance of Muster by gazing upon the flag that proudly hung in the mouth of the Malinta Tunnel when Aggies returned to the battlefield on Corregidor Island in 1946 and relived the 1942 Muster that made national headlines and redefined Aggie tradition.

One of the most highly anticipated elements of The Association's building enhancement project was the creation and installation of a 12-ft. bronze replica of the Aggie Ring which is the center piece of the Haynes Ring Plaza. Named in honor of Reta and Harold Haynes '46, the Haynes Ring Plaza is a “must-see” destination on the Texas A&M campus.

## HOURS OF OPERATION

The Clayton W. Williams, Jr. Alumni Center is open to serve the worldwide Aggie Network Monday through Friday from 7:30 a.m. to 5:30 p.m. and Saturday from 10:00 a.m. to 2:00 p.m. Saturday hours are subject to change based upon the time of the year. These hours may be extended for commencement, Family Weekend, Muster, home football weekends and other designated events.

The Williams Alumni Center is available for event use Tuesday through Saturday from 8:00 a.m. until 10:00 p.m. for University, A&M System, recognized student organizations and Association-related functions.

## ELIGIBILITY FOR USE

As a 501(c)(3) corporation which leases the land on which our facility resides from the State of Texas, the Clayton W. Williams, Jr. Alumni Center may only be used by Texas A&M University, The Texas A&M University System, recognized student organizations of Texas A&M University, and affiliates of The Association of Former Students including Classes, A&M Clubs, and Constituent Networks.

All groups requesting use of the Williams Alumni Center are subject to the approval of The Association of Former Students' Director or Coordinators of Events.

All groups using the Williams Alumni Center must use the facility for the exclusive purpose or purposes stated by the person/persons reserving the facility. The Alumni Center cannot be utilized for commercial or partisan political purposes or for any event resulting in financial gain for an individual or group. Approval must be obtained from the Director of Events if any fundraising activity will be held during an event, regardless of the beneficiary.

The Association is unable to host events that require a dance floor and events related thereof.

## ROOM RENTALS

### *Areas Available for Public Use*

- (1) **Flores Hall:** Flores Hall: Named in recognition of Gina and Bill Flores '76, this grand hall has floor to ceiling windows on two sides. Anchoring Flores Hall, the massive Huddleston Video Wall, named in honor of Billy Pete Huddleston '56, is composed of 36 LED/LCD screens to create a thrilling multimedia experience spanning over 26 feet diagonally. Weighing in at over 2,000 lbs., it is one of the largest 'grid' screens of its kind in the world according to the manufacturer. In addition to showing live game day feeds from Kyle Field for all home football games, the video wall has the capability to display over 75,000,000 pixels of information in nearly unlimited combinations from its HDTV, Bluray and PC inputs. The Haynes Ring Plaza provides a beautiful backdrop to any event in Flores Hall.
- (2) **Zachry Family Rooms:** Named in recognition of the H. Bartell Zachry '54 family, these multi-purpose adjoining rooms are rich with beautiful mahogany and may be used as one large meeting space or divided into two smaller rooms. Both rooms open in to the East Gallery which overlooks the Texas A&M campus. The Zachry Family Rooms consist of four (4) drop-down screens and LCD projectors.
- (3) **Bermudez Room:** Named in recognition of Jorge A. Bermudez '73, this beautiful meeting space is surrounded with rich mahogany and opens to the West Gallery with views of Kyle Field. This intimate and elegant setting can be divided in to two rooms for smaller functions. The Bermudez Room consists of three (3) drop-down screens and LCD projectors when utilizing the full space.
- (4) **Taylor Room:** Named in recognition of Carole and Van Taylor '71, this technology-filled room provides a comfortable setting for meetings of twelve (12) attendees or less and overlooks the beautifully landscaped Fountain Plaza on the grounds of the Clayton W. Williams, Jr. Alumni Center.
- (5) **Osborne Training Room:** Named in recognition of the Osborne Family, this meeting room is a prime location for trainings that includes eight (8) computers and a large meeting table that will seat an additional eight (8) guests. The room holds a large flat-panel screen for presentations and LCD projectors.
- (6) **Denny Room:** Named in recognition of Bonnie and Otway Denny '71, this intimate conference room will accommodate up to four (4) attendees and features a large flat-panel screen for presentations.
- (7) **Galleries:** The East and West Galleries provide a scenic space overlooking the Texas A&M campus for reception-type events of up to fifty (50) attendees in each gallery. The Galleries can only be reserved in conjunction with the rental of either the Zachry Family Rooms or Bermudez Room.
- (8) **Haynes Ring Plaza\*:** The Haynes Ring Plaza, named in honor of Reta and Bill Haynes '46, is a unique and inspirational setting for outdoor receptions and gatherings. Receptions of up to 100 attendees can easily be accommodated during mild weather months. For events planned on the Haynes Ring Plaza, a contingency plan will need to be made at the time of the booking.

- (9) Should there be inclement weather and the event needs to be moved inside the Clayton W. Williams, Jr. Alumni Center, the hosting organization will be required to cover the difference in the rental fees for the meeting room(s) utilized. At the time of the booking, if an indoor meeting space is unavailable for a contingency plan, we will not be able to accept the event. If an indoor meeting space is confirmed, a decision will need to be made 48 hours before the scheduled event start time should the event need to be moved. In the event that the organization is simply passing by the Haynes Ring Plaza to take pictures, the group will not be responsible for any rental fee but a reservation is highly encouraged. Projectors or display screens are not available. House audio is available upon request.
- (10) **Verandas\***: The verandas are only available for tailgating space during the fall on home football game days.

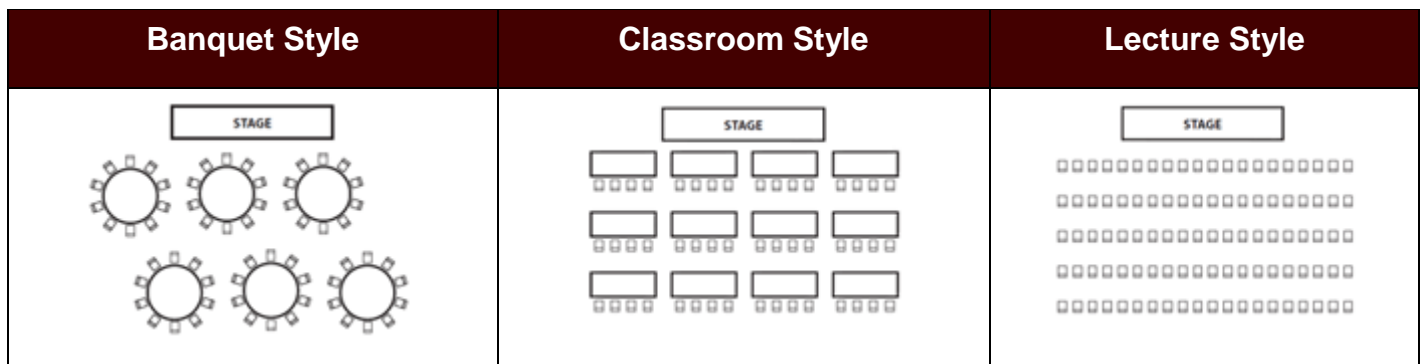
The **Pitzer Board Room** is not available for public use and cannot be reserved.

\* Additional rental equipment at the hosting organization's expense will be needed for events on the Verandas and Haynes Ring Plaza such as tables, chairs, linens, table linen weights, speakers, power and tents. The hosting organization will also be responsible for securing professional services such as landscape services for trash removal and security, etc. A copy of the final confirmation of these professional services must be submitted to the Director or Coordinator of Events assigned to you. If tents are needed, the hosting department will be required to work with our Director of Facilities to ensure that the tents are within our property lines and proper dig tests are performed. These rules apply to all races and 5K runs held within the Haynes Ring Plaza as well.

## Room Rental Fee Schedule

|                       | Capacity of Meeting Rooms |         |           |         |                    | # Hours | Rental Rates |              |                  |
|-----------------------|---------------------------|---------|-----------|---------|--------------------|---------|--------------|--------------|------------------|
|                       | Sq. Ft.                   | Banquet | Classroom | Lecture | Standing Reception |         | Affiliate    | Student Org. | Texas A&M System |
| Flores Hall           | 4,600                     | 280     | 130       | 250     | 200                | 6       | \$2,500      | \$1,650      | \$5,000          |
| Zachry Family Rooms   | 2,300                     | 120     | 80        | 200     | 80                 | 6       | \$750        | \$500        | \$1,500          |
| Zachry East           | 1,150                     | 60      | 40        | 100     | 40                 | 6       | \$500        | \$325        | \$1,000          |
| Zachry West           | 1,150                     | 60      | 40        | 100     | 40                 | 6       | \$500        | \$325        | \$1,000          |
| Bermudez Room         | 1,000                     | 60      | 40        | 70      | 40                 | 6       | \$375        | \$250        | \$750            |
| Bermudez East         | 500                       | 30      | 20        | 40      | 20                 | 6       | \$250        | \$175        | \$500            |
| Bermudez West         | 500                       | 30      | 20        | 40      | 20                 | 6       | \$250        | \$175        | \$500            |
| Taylor Room           | 430                       | -       | 12        | -       | -                  | 1       | \$75         | \$50         | \$100            |
| Osborne Training Room | 474                       | -       | 16        | -       | -                  | 1       | \$40         | \$20         | \$60             |
| Gallery East*         | 1,280                     | 100     | -         | -       | 100                | 6       | \$250        | \$150        | \$500            |
| Gallery West*         | 1,280                     | -       | -         | -       | 100                | 6       | \$250        | \$150        | \$500            |
| Galleries Combined*   | 2,560                     | -       | -         | -       | 200                | 6       | \$375        | \$250        | \$750            |
| Veranda**             | -                         | -       | -         | -       | -                  | 1       | \$50         | \$25         | \$100            |
| Haynes Ring Plaza     | -                         | -       | -         | -       | -                  | 6       | \$300        | \$300        | \$300            |

### Flores Hall, Zachry Family Room and Bermudez Room Configurations



\* Gallery East and Gallery West may only be reserved in conjunction with the Zachry Family Rooms or the Bermudez Room respectively.

\*\* Tailgate space only

### *Included in All Indoor Room Rentals*

The room rental rates listed above include move in, the actual event time and move out along with the setup and tear down of tables, chairs, stage and lectern which will be done by The Association's Events Team. Room rentals for indoor events include the following:

- Tables
- Chairs
- Lectern
- Stage
- Ceiling-mounted projector and screens (Zachry, Bermudez, Taylor, and Osborne Training Room)
- In-ceiling speakers
- TV, DVD player and computer connections (with basic internet access)
- Wireless lapel microphone
- Wireless handheld microphone
- Huddleston Video Wall (if renting Flores Hall)

### *Deposit*

Use of meeting space in the Clayton W. Williams, Jr. Alumni Center requires a deposit for all affiliates, student organizations, and Texas A&M and A&M System members using the facility. The deposit must be paid by cash, check or credit card within two (2) weeks of The Association confirming the event in writing. The deposit, which is not applied towards the rental fees, will be held to confirm the date of the event and cover any damage or additional clean-up resulting from the function.

If no damages are incurred, the full deposit will be refunded within one (1) week after the event. If there is damage to the Williams Alumni Center as a result of the contracted event, the amount of damage will be at the discretion of The Association's Director of Events with the hosting organization to be accountable for any repair costs above and beyond the amount of the damage deposit on file.

For events where the deposit is made via credit card more than 60 days out from the scheduled event, The Association is only able to refund the deposit via check, which as stated above, will be done within one (1) week after the conclusion of the event.

The deposit fee schedule is as follows:

|                                    |       |
|------------------------------------|-------|
| Affiliate and Constituent Networks | \$250 |
| Student Organizations              | \$150 |
| Texas A&M and A&M System Entities  | \$500 |



## RESERVATION AND BILLING PROCEDURES

### *Reservations*

If you are interested in reserving meeting space in the Clayton W. Williams, Jr. Alumni Center, please visit our website at AggieNetwork.com to request an event space. Also, you can contact our Events Team at 979-845-7514 or Events@AggieNetwork.com to learn more about event opportunities and scheduling requirements.

All reservations are considered tentative and held for up to two (2) weeks until confirmed by our Director or Coordinator of Events. Events will be confirmed upon the execution of a signed contract and receipt of the deposit. Confirmed reservations are subject to cancellation by The Association of Former Students for the following reasons:

- a. User fails to comply with the terms of the reservation;
- b. User fails to comply with the conditions stated therein;
- c. User fails to show adequate financial resources for the presentation of the program;
- d. User is not willing or able to adequately perform all required duties and responsibilities related to the program;
- e. Texas A&M University is officially closed due to weather or other emergency conditions; or
- f. A confirmed speaker is considered controversial and/or could potentially create a public relations concern for The Association for having hosted the event in the Clayton W. Williams Jr. Alumni Center.

The Association of Former Students reserves the right to preempt any scheduled event and to cancel any event where misrepresentation is involved.

All student organizations requesting facility usage must be approved by The Association of Former Students' Director of Campus Programs prior to the event being confirmed by the Coordinator of Events assigned to student organizations. An advisor of the student organization must be present at the event from beginning to end. NO exceptions.

### *Billing*

All invoices will be prepared by The Association of Former Students and full payment of the rental fee is required one week (5 business days) prior to the scheduled event.

### *Cancellation Policy*

If an event is cancelled thirty (30) days or more before the scheduled function, a full refund of the damage deposit will be issued. If an event is cancelled between 14-29 days before the scheduled function, the organization will forfeit one-half (1/2) of its deposit. Any cancellation occurring within thirteen (13) days will result in forfeiture of the entire deposit.

The Association will take no responsibility to independent vendor contracts that are signed by the host when the hosting organization cancels the event.

## *Scheduling Conflicts*

The Association of Former Students' Director and Coordinators of Events are the only individuals permitted to schedule events on the Clayton W. Williams, Jr. Alumni Center grounds. If a scheduling conflict arises, every attempt to resolve the situation will be made immediately. If the Director of Events cannot resolve the conflict, he/she will make a recommendation to the Vice President of Administration who will have the final decision.

## *General Procedures*

Any proposed use of the Clayton W. Williams Jr. Alumni Center must be appropriate for and suited to the size, structure, purpose and operating costs of the facility. All proposed events must be conducted in accordance with applicable state and federal laws. Users must demonstrate to the satisfaction of the Director of Events that they have the staff, experience, contracting authority, financial status or other qualifications necessary for carrying out the proposed program in a satisfactory manner.

1. Review of Contracts. When reserving an event in the Williams Alumni Center, the Director of Events must be notified of intended speakers, performers, etc. All contracts related to the presentation of the hosting organization's program, including contracts between the hosting organization and speakers, performers, subcontractors, managers and others, must be provided to The Association's Director of Events within 14 days of the event.
2. Hazards. If the Director of Events determines that a proposed program poses a potential hazard of public safety or is an inappropriate event for The Association of Former Students to host, the program may be canceled or denied at any point during the planning process. No user may install or operate any equipment, fixture, or device, nor will be permitted to operate any engine, motor, or other machinery using gas and/or any other flammable substances in the facility without prior written approval by the Director of Events, and under such conditions and restrictions as the Director of Events may specify. All electrical connections must be made by The Association of Former Students' personnel. No equipment, device, or fixture may be used which, in the opinion of the Director of Events, endangers the structural integrity of the Clayton W. Williams, Jr Alumni Center.
3. Signs and Displays. Signs, messages or other materials may not be posted, displayed, distributed or announced in, on, or adjacent to the Williams Alumni Center without the prior written consent of The Association of Former Students' Director of Events. Such materials may not be fastened to any part of the facility except in spaces provided for this purpose and may not be permitted to interfere with crowd movement or safety. The Events Team will assist with hanging of appropriate and current signage as needed. Depending on the number of signs to be hung and complexity of sign locations, the Events Team will ask for the assistance of the organization managing the event with hanging the signs to ensure all signs are placed as desired. Please have all materials delivered at least two (2) business days before the scheduled set-up time to ensure the Events Team can efficiently prepare for your event.
4. Smoking. The Clayton W. Williams, Jr. Alumni Center is a smoke-free and vape-free facility.
5. Exceptions. Any exceptions to the Williams Alumni Center Operations and Policy Manual must be approved by The Association of Former Students' Vice President of Administration.

## CATERING

- The Association of Former Students partners with two vendors for all contracted catering on the grounds of the Clayton W. Williams, Jr. Alumni Center: 1) Chef Tai, Inc. which includes Veritas Wine & Bistro, Paolo's Italian Kitchen, Madden's Casual Gourmet and Chef Tai Mobile Bistro; and 2) J. Cody's Steaks and Barbeque.
- After the event's reservation has been confirmed by The Association's Director or a Coordinator of Events, they will refer the contracting organization needing food services to The Association's list of Preferred Caterers. The respective organization will review the menus and decide which of the two Preferred Caterers to use. The exception is that if the contracting organization wants a barbeque or fajita buffet, the entity will be directed to J. Cody's Steaks and Barbeque given they are the exclusive caterer for barbeque and fajitas on The Association's property.
- Given the nature of their business and the type of food they will be catering, J. Cody's Steaks and Barbeque is the only Preferred Caterer permitted to use nice plastic plates, plastic cups, plastic flatware and paper napkins in the Clayton W. Williams, Jr. Alumni Center that are approved by The Association's Director of Events. Plasticware and paper napkins may be used in our outdoor event spaces. Given The Association's vision is to be the premier alumni organization, any other request for use of plastic ware must be approved by the Director of Events.
- With two (2) caterers currently to select from, the Events Team has structured the catering to allow for a wide variety of food and beverage options.
- Any and all catering, large or small, must be communicated to The Association's Director or Coordinator of Events assigned to your event at least fourteen (14) business days in advance.
- Absolutely NO outside food and beverages are permitted for any event without the prior written consent from the Director of Events.
- Absolutely NO access to the S. Shariq Yosufzai '74 Kitchen except for the contracted caterer and their team. No storage of floral arrangements, beverages, or food will be accepted in any of our storage rooms, offices and meeting spaces.
- During a contracted event at the Williams Alumni Center, the Preferred Caterer will:
  - Provide onsite a properly trained supervisor for the event from start to end;
  - Provide the appropriate number of staff for each event as determined by the Preferred Caterer and hosting organization;
  - Set up all china, flatware and glassware for receptions, dinners, lunches and breakfasts, at least one (1) hour in advance of the starting time for the event;
  - Given the affinity agreement The Association of Former Students has with Messina Hof Winery, the contracted caterer will serve only Messina Hof Private Reserve wine;

- Ensure the proper equipment for events is on hand (i.e., filled matching salt and pepper shakers, matching creamer dispensers, condiments, etc.);
  - Close all bars at least 30 minutes prior to the scheduled end time of an event and convert bar(s) to a water and tea station(s);
  - At the appropriate time, promptly bus tables in the dining/reception area following the meal, during a reception or when notified by The Association’s Events Team staff.
- Absolutely NO food is allowed to be dropped off for an event in the Clayton W. Williams, Jr. Alumni Center or on The Association’s property without the prior written authorization by The Association’s Director of Events.

### *Contracted Catering Policy & Deadlines*

- Two (2) weeks prior to an event, the hosting organization must deliver a signed copy of the most current catering proposal to The Association’s Director or Coordinator of Events assigned to your event. Please check the proposal carefully to ensure all menu items are correct along with additional services being provided. The hosting organization is responsible for confirming all service times, event start and end times, final head count, and all other pertinent information listed on the catering proposal.
- The hosting organization is responsible for providing all dietary restrictions to the Preferred Caterer before the catering deadlines – do NOT assume the caterer will bring specialized plates as they will not unless instructed by the hosting organization in advance.
- A final headcount is due at least 72 hours in advance of the event. At this point, the Preferred Caterers will NOT allow a reduction in headcount or services, although the event set-up (i.e. chairs/tables) may be decreased if communicated to The Association’s Director or Coordinator of Events 24 hours before the event. The final deadline date will vary depending on which caterer you select and will be noted on all catering proposals and contracts.
- Should your headcount increase, the selected caterer will accommodate these changes at the regular menu price per person up until 72 hours prior to your event. If additions need to be made after the 72-hour mark, said caterer will do everything in their power to accommodate your request at an additional fee set by that caterer. The Association’s Events Team will not ask any caterer to discount any additional costs for last minute additions on behalf of any organization. Any specialty items that need to be added at this point may incur additional rush shipping charges out of the caterer’s control, which will be passed to the hosting organization.
- Given The Association’s vision to be the premier alumni organization, the Events Team is responsible for ensuring that each event is premier in its own way. The number of service staff recommended by the selected caterer will depend on the number of guests in attendance and/or the complexity of your event which will be determined upon discussion with the Preferred Caterer. Please note The Association’s Events Team is not considered catering staff and are not expected to be service staff.

- All potentially donated food and beverage items must be communicated and approved by The Association's Director of Events before any donations are accepted by the hosting organization. Unless the donated items are pre-packaged and there is no need for the food to be temperature controlled (i.e. individual bags of chips or nuts), the donated items must be served by one of The Association's preferred caterers to ensure proper health standards and food safety. Should alcoholic beverages be donated and approved by The Association's Director of Events, the hosting organization will contract with an Association-approved TABC-certified vendor to serve the adult beverages. No donated alcohol will be allowed for free consumption.

## Bars

The standards for bar service in the Clayton W. Williams, Jr. Alumni Center and on The Association's property are as follows:

- A request for a bar and bartenders must first go through Chef Tai for first right of refusal. All bar services must be approved by the Director of Events.
- All barware will be glass. Plastic cups are not acceptable for use on bars in the Williams Alumni Center. The only exception is for events in The Association's outdoor event space where plastic cups are preferred.
- All bar service will cease 30 minutes prior to the scheduled end time of each event or by the beginning of the 4<sup>th</sup> quarter during football game days.
- Whether or not guests are driving themselves or a charter bus has been arranged, bars will still close 30 minutes prior to the scheduled end time of your event. No exceptions will be made.
- If alcohol and bars are present, security may be required depending on the type of event and number of guests in attendance. This will be determined upon discussion with the Director of Events. Security will be billed to the hosting organization.
- The number of bars and bartenders will be dependent on the number of guests in attendance at your event. This will be determined upon discussion with the Director of Events.
- If your event will include bar service, a copy of the Texas Alcoholic Beverage Commission (TABC) permit for your particular event should be submitted to The Association's Director or Coordinator of Events assigned to your event no later than two (2) business days before your event.
- All TABC laws, rules and regulations will be followed. No exceptions.
- If deemed necessary by the Director or Coordinator of events assigned to your event, fencing may be required at the host's expense.

## EVENT EQUIPMENT

- Any and all equipment for events including, but not limited to pop-up banners and The Association's large maroon photo backdrop (co-branded with The Association's logo and block ATM), must be requested in writing to the Director or Coordinator assigned to your event at least five (5) business

days prior to your event. All equipment is available on a first-come, first-served basis and is not guaranteed unless confirmation is given in writing as The Association's own events take priority, therefore we reserve the right to withdraw event equipment if a request for equipment is not made in a timely manner or is made without the proper amount of advance notification to the hosting organization.

- If additional equipment outside of The Association's standard inventory needs to be rented, a conversation must be had between The Association's Events Team and the hosting organization at least two (2) weeks before the scheduled event to ensure consistency with The Association's existing equipment. The hosting organization will arrange for the additional equipment rental and be responsible for the expense, including delivery fees. Delivery and pickup times will need to be communicated to The Association's Director or Coordinator of Events assigned to the event to ensure an Association staff member is present for the delivery and pickup of the rental equipment. All rented items must be removed at the conclusion of the event and not held overnight unless otherwise instructed by the Events Team and/or vendor. The Association is not responsible for late or after hour delivery charges or for any missing items.
- Student organizations requesting to use The Association's tables and/or chairs should first contact our Campus Programs team who will then direct the organization to the Coordinator of Events assigned to Campus Programs if the request is deemed acceptable. The Events Team will review the current equipment inventory and give approval for the requested equipment to be loaned out only if it is available. Before the equipment is released, an Equipment Release Form will need be completed and signed by the advisor of the student organization, the Director or Coordinator of Campus Programs and the Coordinator of Events assigned to Campus Programs. The form will include the organization's Student Organization Finance Center (SOFC) account number to invoice should the equipment be returned to The Association damaged and/or unusable.

### *Event Décor*

- Floral goods and other décor should be dropped off no earlier than an hour prior to the event start time. All décor must be removed following the event. We will not return any vases or other goods left behind. The Association is not responsible for late or after hour delivery charges or for any missing items.

### *Linen Standards*

- The Association's Director or Coordinator of Events assigned to the hosting organization's event will discuss the event's linen needs with the meeting planner.
- All rented linens, including cloth napkins if applicable, need to be delivered to the Williams Alumni Center 24 hours before the event.
- Unless the hosting organization obtains the rented linens at the end of the event to return to the rental company themselves, the linens will need to be picked up from the Williams Alumni the following business day between 7:30 a.m. – 5:30 p.m. The Association is not responsible for any missing linens.
- Linens for round tables must be 132" rounds (Association round tables are 72")

- Linens for banquet rectangular tables must be 90” x 156”
- Linens for bistro tables should be either 132” rounds or 90” x 156.” Linens on bistro tables must be tied appropriately for a clean and polished look.

### *Tent and Tailgating Structure*

- Before deciding to utilize a tent or tailgating location on The Association’s property, please speak with the Director or Coordinator of Events that is assigned to your event who will consult with The Association’s Director of Facilities. All tents must be appropriately weighted down as determined by the Director of Facilities with the tent location to be approved by the Director/Coordinator of Events and the Director of Facilities. If the tent location will be on university property, the campus grounds manager will have final approval. All grounds for staking a tent will need to have a dig test 72 hours prior to the tent being assembled. The Events Team is unable to supply power and lighting under the tent and must be rented and invoiced to the hosting organization if it will be needed.
- If an event under The Association’s branded tent or other tailgating areas includes a contracted DJ or has music playing off of a saved playlist, all music – whether by radio, CD or DJ – will need to be family-friendly and at an appropriate volume level. The Association’s Director and Coordinators of Events as well as any Association Executive Staff member has the right to adjust the volume level as well as stop the music at any time should the lyrics be deemed as inappropriate in nature.
- No equipment or event support will be provided by The Association to tailgating areas. Hosting groups are responsible for providing necessary event equipment. With the exception of The Association branded tent area, groups will also need to provide their own tent. Tents must be rented and setup by an approved vendor by the Director of Events. Use of a personal tent must be approved by the Director of Events.
- No vehicles are permitted to drive on grassy areas or walkways within The Association’s property.
- Contracted catering policies apply to all tailgating areas.
- TABC laws must be followed at all times. No exceptions.
- The hosting department is responsible for all clean-up of their reserved area.
- Two (2) parking spaces will be allotted to each hosting department on the day of the game. One (1) week prior to your event, names for the two (2) parking locations need to be given to the Director or Coordinator of Events assigned to your event. On the day of the game, you will enter The Association’s parking lot through the entrance located along George Bush Drive.
- Location of your tailgate will be under the discretion of the Director or Coordinator of Events assigned to you.

## *Portable Restrooms*

Given the size of the hosting organization's event, portable restrooms may need to be rented. This will be discussed between the hosting organization and the Director or Coordinator of Events assigned to your event. The portable restrooms will be invoiced to the hosting department.

## **AUDIO VISUAL**

The option for multiple display screens and input are available upon request for events in Flores Hall, Zachry Family Rooms A and B and Bermudez Rooms A and B.

- All AV (speaker slides, videos, PowerPoint presentations, etc.) must be provided to The Association's Events Team at least two (2) business days prior to your event.
- A document detailing the event's run of show including the name of AV presentations, specific timing throughout the event and speaker names will need to be provided when the AV files are submitted to The Association at least two (2) business days prior to your event.
- In an effort to ensure there are no technical issues, the Events Team will request an AV run-through be done with the hosting organization one (1) business day prior to the event.
- We are unable to perform an AV run-through after 3:00 p.m. on the business day prior to the event as we may need to engage our IT team to assist if there is a technical problem. In keeping events hosted in the Williams Alumni Center premier, we will NOT test any AV while guests are in the room and will not show any AV that has not been tested. NO Exceptions.
- AV formatting standards for PowerPoint presentations:
  - Flores Hall, Zachry Family Rooms, Bermudez Room, Taylor Room, Osborne Training Room:
    - All PowerPoint files must be in 16:9 format
- Materials not created by The Association's Graphics team but include Association messaging and/or The Association's logos, need to be reviewed by The Association's Marketing and Graphics team at least two (2) weeks before the event.
- All sponsorship by The Association of Former Students must be recognized in either a written or verbal format during the event's program with approval from The Association's Director of Events.
- For events that are sponsored by The Association of Former Students, we are able to provide a "Proudly Supported by The Association of Former Students" logo to be included on printed materials as well as PowerPoint presentations.
- Keeping in mind that The Association of Former Students' vision is to be the premier alumni organization, it is the responsibility of the hosting organization to create, proof and fact check all information that is present in any presentation. The Association's Events Team is not responsible for creating, proofing or editing the content of any presentation.



- If a proper test of all audio and visual needs is not completed, The Association's Events Team reserves the right to not show the non-tested items and it will be the host's responsibility to continue with the program without criticism.

### *Filming and Commercial Photography*

Filming and commercial photography inside or on the grounds of the Clayton W. Williams, Jr. Alumni Center requires advance approval and scheduling through The Association's Marketing or Communications departments. To receive approval, first talk to The Association's Director or Coordinator of Events who you are working with to plan your event.

### **PARKING**

There are 65 guest parking spaces on the east side of the Clayton W. Williams, Jr. Alumni Center and six (6) disabled spaces on the west side near the Fountain Plaza. The Association cannot guarantee that a certain number of these spaces will be available during an event held during the hours of 7:30 a.m. – 5:30 p.m. However, with advance notice of two (2) business days, up to five (5) guest parking spaces can be reserved during normal business hours. Additional parking may be available for events beginning after 5:30 p.m. in The Association's parking lot with advance notice of two (2) business days. The loading dock and service areas are reserved for caterers and deliveries only. An Association staff member will not be monitoring any reserved spaces.

Two (2) parking spaces will be allotted to each hosting department on the day of a home football game when a contracted tailgate space is reserved. One week prior to your event, names for the two parking locations need to be given to the Director or Coordinator of Events assigned to your event. On the day of the game starting at 7:00 a.m., you will enter The Association's parking lot through the entrance located along George Bush Drive and provide your name to the lot attendant.

### **SECURITY POLICY**

In an effort to promote the safety and well-being of all guests, The Association of Former Students' Director of Events may deem that security is necessary depending on the size of the event, the type of guest speaker or guests, the number of expected attendees, or if alcohol will be served. If security will be required, the hosting organization will need to schedule their own security officer(s) through the University Police Department's website: <https://upd.tamu.edu/Pages/Scheduling-Security.aspx> and will be responsible for the invoice. If UPD is unable to provide an officer, The Association's Director or Coordinator assigned to your event can provide secondary options. A copy of the security contract must be presented to The Association's Director of Events at least two (2) days before the event. No negotiations or exceptions.

In the event that a protest or other disruption occurs during your event, The Association's Events Team will take the lead role in managing the situation and call the University Police Department if necessary. Be mindful that though some actions may be distracting to your event, the Events Team will abide by the University Police Department's procedures and protocols.

### **GENERAL POLICIES FOR EVENTS IN THE WILLIAMS ALUMNI CENTER**

1. Shirts and shoes must be worn at all times within the Williams Alumni Center.
2. All groups are responsible for leaving the Williams Alumni Center facilities and outdoor event

space clean and orderly after use and are responsible for any damages incurred.

3. A representative or employee of The Association of Former Students will be present at all events held in the Clayton W. Williams, Jr. Alumni Center. Any complaints regarding the Association's staff and/or its operation should be addressed to The Association's Director of Events IMMEDIATELY.
4. Objects may not be affixed to the walls, ceilings or stairways of the Williams Alumni Center without prior approval by the Director of Events. Items including, but not limited to the following are NOT permitted: confetti, glue, glitter, rose petals or silly string.
5. Use of candles and/or open flame of any kind are not permitted inside the Williams Alumni Center, nor on the grounds. This includes, but is not limited to the use of grills and BBQ pits. Use of these items may be permitted only with the approval of the Director of Events.
6. Maroon and/or dark icing on cakes, cupcakes, cookies, etc. is not permitted inside the Williams Alumni Center.
7. Excluding red wine, no red drink or punch of any kind is permitted inside the Williams Alumni Center.
8. Pets are not allowed inside the Williams Alumni Center except for service animals and the Texas A&M's official mascot, Reveille.
9. Items that float with helium (i.e. balloons) will not be allowed.
10. Personal sound amplification systems may not be used inside or outside the Williams Alumni Center without specific permission from The Association's Director or Coordinator of Events assigned to your event. House audio systems must be used.
11. The use of special equipment must be approved by The Association's Director of Events. General equipment such as projectors, etc., may not be brought into the facility. House equipment, with the exception of laptop computers, must be used.
12. The Association's Front Desk is not intended for event use and will not be used for event registration purposes or to display materials. Floral arrangements may be displayed with prior approval by the Director or Coordinator of Events assigned to your area.
13. The Association of Former Students will not be responsible for lost or stolen articles or for any liability arising from the use of the Clayton W. Williams, Jr. Alumni Center. Found articles will be left with The Association's Director of Events or Vice President of Administration.
14. Modifications and exceptions to these policies may be made at any time it is considered appropriate by The Association's Director of Events or Vice President of Administration.
15. The Association of Former Students reserves the right to decline future scheduling of events for any organization if this building policy is not honored.

## EVENT PLANNING TIMELINE

The timeline below is meant to serve as a resource for planning events in the Clayton W. Williams, Jr. Alumni Center. Some of the dates may vary depending on when your event is confirmed in writing by The Association's Director or Coordinator of Events assigned to your event. Please note the tasks noted as two (2) weeks before the scheduled event are mandatory and must be upheld in order to hold an event in the Williams Alumni Center.

### *As early as possible:*

- Initial contact is made with the Events Team to request desired date. The schedule is managed on a first-come, first served basis.

### *At least 1 month prior to the event:*

- If The Association's house centerpieces are needed for your event, please discuss your needs with the Director or Coordinator of Events assigned to your event at least 30 days prior to ensure availability.

### *At least 14 business days prior to the event:*

- Any and all catering, large or small, must be communicated to The Association's Director or Coordinator of Events assigned to your event at least fourteen (14) business days in advance.

### *At least 2 weeks prior to the event:*

- Two (2) weeks prior to an event, the hosting organization must deliver a signed copy of the most current catering proposal to The Association's Director or Coordinator of Events assigned to your event. Please check the proposal carefully to ensure all menu items are correct along with additional services being provided. The hosting organization is responsible for confirming all service times, event start and end times, final head count, and all other pertinent information listed on the catering proposal.
- Use of meeting space in the Clayton W. Williams, Jr. Alumni Center requires a deposit for all affiliates, student organizations, and Texas A&M and A&M System members using the facility. The deposit must be paid by cash, check or credit card within two (2) weeks of The Association confirming the event in writing. The deposit, which is not applied towards the rental fees, will be held to confirm the date of the event and cover any damage or additional clean-up resulting from the function. If no damages are incurred, the full deposit will be refunded within one (1) week after the event. If there is damage to the Williams Alumni Center as a result of the contracted event, the amount of damage will be at the discretion of The Association's Director of Events with the hosting organization to be accountable for any repair costs above and beyond the amount of the damage deposit on file.
- All contracts related to the presentation of the hosting organization's program, including contracts between the hosting organization and speakers, performers, subcontractors, managers and others, must be provided to The Association's Director of Events within 14 days of the event. The Association of Former Students has the right to deny or cancel a confirmed event if the hosting organization's confirmed speaker is considered controversial and/or could potentially create a public relations concern for The Association for having hosted the event in the Williams Alumni Center.

- If additional equipment outside of The Association’s standard inventory needs to be rented, a conversation must be had between The Association’s Events Team and the hosting organization at least two (2) weeks before the scheduled event to ensure consistency with The Association’s existing equipment. The hosting organization will arrange for the additional equipment rental and be responsible for the expense, including delivery fees. Delivery and pickup times will need to be communicated to The Association’s Director or Coordinator of Events assigned to the event to ensure an Association staff member is present for the delivery and pickup of the rental equipment.
- Materials not created by The Association’s Graphics team but does include Association messaging and/or The Association’s logos, need to be reviewed by The Association’s Marketing and Graphics team at least two (2) weeks before the event.

*At least 1 week prior to the event:*

- Full payment for use of meeting space(s) is required one week (5 business days) prior to the event.
- An estimated headcount must be given to the selected caterer at least one (1) week prior to the event.

*At least 5 days prior to the event:*

Any and all events’ equipment including, but not limited to pop-up banners and The Association’s large maroon photo backdrop (co-branded with The Association’s logo and block ATM), must be requested in writing to the Director or Coordinator assigned to your event at least five (5) business days prior to your event. All equipment is available on a first-come, first-served basis and is not guaranteed unless confirmation is given in writing as The Association’s own events take priority, therefore we reserve the right to withdraw event equipment, if a request for equipment is made without the proper amount of advance notification to the hosting organization.

*At least 3 days prior to the event:*

- A final headcount is due at least 72 hours in advance of the event. At this point, the Preferred Caterers will NOT allow a reduction in headcount or services, although the event set-up (i.e. chairs/tables) may be decreased if communicated to The Association’s Director or Coordinator of Events 24 hours before the event. The final deadline date will vary depending on which caterer you select and will be noted on all catering proposals and contracts.
- Should your headcount increase, the selected caterer will accommodate these changes at the regular menu price per person up until 72 hours prior to your event. If additions need to be made after the 72-hour mark, said caterer will do everything in their power to accommodate your request at an additional fee set by that caterer. The Association’s Events Team will not ask any caterer to discount any additional costs for last minute additions on behalf of any organization. Any specialty items that need to be added at this point may incur additional rush shipping charges out of the caterer’s control, which will be passed to the hosting organization.
- Before deciding to utilize a tent, please speak with the Director or Coordinator of Events that is assigned to your event who will consult with The Association’s Director of Facilities. All tents must be appropriately weighted down as determined by the Director of Facilities with the tent location to be approved by the Director/Coordinator of Events and the Director of Facilities. If the tent location will be on university property, the campus grounds manager will have final approval. All grounds

for staking a tent will need to have a dig test 72 hours prior to the tent being assembled. The Events Team is unable to supply power and lighting under the tent and must be rented and invoiced to the hosting organization if it will be needed.

### *At least 2 days prior to the event:*

- All AV (speaker slides, videos, PowerPoint presentations, etc.) must be provided to The Association's Events Team at least two (2) business days prior to your event.
- A document detailing the event's run of show including the name of AV presentations, specific timing throughout the event and speaker names will need to be provided when the AV files are submitted to The Association at least two (2) business days prior to your event.
- The Events Team will assist with hanging of appropriate and current signage as needed. Depending on the number of signs to be hung and complexity of sign locations the Events Team will ask for the assistance of the organization managing the event with hanging the signs to ensure all signs are placed as desired. Please have all materials delivered at least two (2) days before the scheduled set-up time to ensure the Events Team can efficiently prepare for your event.
- If security will be needed for your event, a copy of the University Police Department security contract must be presented to The Association's Director of Events at least two (2) days before the event.
- If your event will include bar service, a copy of the Texas Alcoholic Beverage Commission (TABC) permit for your particular event should be submitted to The Association's Director or Coordinator of Events assigned to your event no later than two (2) business days before your event.
- There are 65 guest parking spaces on the east side of the Clayton W. Williams, Jr. Alumni Center and 6 disabled spaces on the west side near the Fountain Plaza. The Association cannot guarantee that a certain number of these spaces will be available during an event held during the hours of 8:00 a.m. – 5:30 p.m. However, with advance notice of two (2) business days, up to five (5) guest parking spaces can be reserved during normal business hours. Additional parking may be available for events beginning after 5:30 p.m. in The Association's parking lot with advance notice of two (2) business days. The loading dock and service areas are reserved for caterers and deliveries only. An Association staff member will not be monitoring any reserved spaces.

### *1 day prior to the event:*

- In an effort to ensure there are no technical issues, the Events Team will request an AV run-through be done with the hosting organization one (1) business day prior to the event. We are unable to perform an AV run-through after 3:00 p.m. on the business day prior to the event as we may need to engage our IT team to assist if there is a technical problem. In keeping events hosted in the Williams Alumni Center premier, we will NOT test any AV while guests are in the room and will not show any AV that has not been tested.
- While the Preferred Caterers will not allow a reduction in headcount or services at this point, the event set-up (i.e. chairs/tables) may be decreased if communicated 24 hours before the event to the Director or Coordinator of Events assigned to the event.
- All rented linens need to be delivered to the Williams Alumni Center 24 hours before the event.



**STATEMENT OF AGREEMENT REGARDING USE OF  
THE CLAYTON W. WILLIAMS JR. ALUMNI CENTER  
PAGE 1 OF 2**

I agree that my/our use of this facility and grounds will conform to the policies of the Clayton W. Williams, Jr. Alumni Center and The Association of Former Students of Texas A&M University. I and my organization will indemnify and hold The Association of Former Students of Texas A&M University harmless from any and all liability, loss or damage and costs of defending any action or proceeding initiated as a consequence of my/our use of the facility. All charges or damages arising from my/our use will be my responsibility and that of the group I represent.

This agreement is binding on all functions of my organization (office, department or college) from this date forward.

Name of Entity Renting Meeting Space \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Representative's Cell Phone #: \_\_\_\_\_

Representative's E-mail Address: \_\_\_\_\_

Representative's Direct Mailing Address (*please include Mailstop address, if a TAMU or TAMU's entity*)  
\_\_\_\_\_

*I understand that a deposit is due to secure a requested date and room and that full payment is due one week (5 business days) prior to the event.*

\_\_\_\_\_  
(Initial here)



**STATEMENT OF AGREEMENT REGARDING USE OF  
THE CLAYTON W. WILLIAMS JR. ALUMNI CENTER  
PAGE 2 OF 2**

Name of Entity Renting Meeting Space \_\_\_\_\_

Name of Advisor: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

(Required for Student Organization Events)

Advisor's Cell Phone #: \_\_\_\_\_

Advisor's E-mail Address: \_\_\_\_\_

University Address for Organization/Department \_\_\_\_\_

*I understand a deposit is due to secure requested date and room and that full payment is due one week (5 business days) prior to event.*

\_\_\_\_\_  
(Initial here)

Name of Accounts Payable (AP) Contact: \_\_\_\_\_

AP Contact Phone #: \_\_\_\_\_

AP Contact E-mail Address: \_\_\_\_\_

AP Contact Mailing Address: \_\_\_\_\_

*I understand a deposit is due to secure requested date and room and that full payment is due one week (5 business days) prior to event.*

\_\_\_\_\_  
(Initial here)