THOMAS G. HILDEBRAND, DVM `56 EQUINE COMPLEX

Building Administrative Procedures

HOURS OF OPERATION

The Thomas G. Hildebrand Equine Complex is open Monday through Friday from 8:00 AM until 5:00 PM. These hours may be extended for special events as needed. Times may vary depending upon the nature of the event. The Equine Complex also reserves the right to close during University holidays.

PRIORITIES OF USERS

For scheduling events in the Equine Complex, the following priorities shall apply. (It should be recognized that the establishment of priorities for facility usage is a necessity, but past experience has indicated that there will always be the need to make exceptions on certain occasions.) These priorities apply for all the rooms and arenas under the direction of the General Manager of the Equine Complex.

1. Athletics and Educational programs sponsored by the following:
   a. TAMU Athletic Department (Equestrian and Cross Country Teams)
   b. TAMU AgriLife Department
   c. TAMU College of Veterinary Medicine
   d. TAMU Corp of Cadets (Parsons Mounted Calvary)
   e. TAMU Rodeo Club & Rec Sports

2. Entertainment, and social events sponsored by the following:
   a. Groups listed under part 1
   b. Recognized student organizations of Texas A&M University (“TAMU”)
   c. Academic or administrative departments of TAMU
   d. Agencies within the TAMU System
   e. Affiliated TAMU organizations
   f. Friends of the University

ELIGIBILITY FOR USE

All groups requesting the use of the Equine Complex are subject to the approval of the General Manager or his/her designate. (979) 458-9166 scanon@athletics.tamu.edu

All groups, in accordance with TAMUS and TAMU Policies, Rules, and SAPs, the facility cannot be utilized for commercial or political purposes, fundraisers, or for any event resulting in personal financial gain for an individual or group.
RESERVATIONS

Application (Appendix A) for use of the Equine Complex shall be made to the General Manager or his/her designate.

1. **Eligibility and Priority.** Determination of priority shall be made by the General Manager.

2. **Tentative Reservations.** Tentative reservations may be made for proposed programs through the General Manager or his/her designate.

3. **Confirmed Reservations.** Tentative reservations become confirmed upon the return of the signed Statement of Agreement (Appendix B) granting approval for facility use. Confirmed reservations are subject to cancellation by the General Manager for the following reasons:
   a. Classroom space requested by the Office of the Registrar or one the facilities primary user groups;
   b. User fails to comply with the terms of the reservation;
   c. User fails to comply with conditions stated therein;
   d. User fails to demonstrate adequate financial resources for presentation of the program;
   e. User is not willing or able to adequately perform all required duties and responsibilities related to the program; or
   f. TAMU is officially closed due to weather or other emergency conditions.

4. **Identification of Sponsor.** The user may not assign or delegate any control or responsibility to any other user or co-sponsor, agent or third party without prior written approval of the General Manager. All users or co-sponsors of a program must be clearly identified prior to confirmation of a reservation. Reservations for presenting one program may not be used for presenting a different program without written approval by the General Manager.

5. **Assignment of Reservations.** No reservation, tentative or confirmed, may be assigned in whole or in part to another user by the original user.
THOMAS G. HILDEBRAND, DVM `56 EQUINE COMPLEX

GENERAL POLICIES

1. Appropriate standards of dress and behavior will be observed at all times for events held at the Equine Complex.

2. All groups are responsible for leaving the Equine Complex facilities clean and orderly after use and are responsible for any damages incurred. An additional clean-up charge may be assessed for areas not left in a satisfactory condition.

3. A representative of the Equine Complex must be present at all events held in the Equine Complex. Any complaints regarding the Equine Complex and its operation shall be addressed to the General Manager.

4. Decorations may not be affixed to walls, ceilings, or stairways of the Equine Complex. No confetti, glitter or glue may be used.

5. Use of candles is not permitted inside the Equine Complex.

6. Pets are not allowed inside the Equine Complex, except for the TAMU official mascot, Reveille, and those used to assist handicapped persons.

7. The use of special equipment must be approved by the General Manager. Rental charges of such equipment are the responsibility of the user organization. General equipment such as projectors, etc., may not be brought into the facility. House equipment, with exception of computers, must be used.

8. All persons or groups using the Equine Complex must abide by the Policies and Procedures outlined in this document and posted at the facility.

9. The Equine Complex will not be responsible for lost or stolen articles or for any liability arising from the use of the Equine Complex. Found articles will be left in the office at the Equine Complex.

10. Modifications and exceptions to the policies and procedures contained in this document may be made at any time it is considered appropriate by the General Manager and Director of the Equine Initiative.

11. The Equine Complex does not allow Poster Exhibits/Sessions in the Lobby.
GENERAL PROCEDURES

Any proposed use of the Equine Complex must be appropriate to 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 and regulations as well as rules, regulations and policies of TAMU and the Board of Regents of the TAMU System. Users must demonstrate to the satisfaction of the General Manager that they have the staff, experience, contracting authority, financial resources or other qualifications necessary for carrying out the proposed program in a satisfactory manner.

1. **Review of Contracts.** All contracts related to the presentation of a program, including contracts between users and speakers, performers, subcontractors, managers and others, must be available to the General Manager.

2. **Hazards.** If the General Manager determines that a proposed program poses a potential hazard of public or equine safety, the program may be canceled or denied. No user may install or operate any equipment, fixture or device, nor operate or permit to be operated any engine, motor or other machinery or use gas or other flammable substances in the facility except with prior written approval of the General Manager, and under such conditions and restrictions as the General Manager may specify. All electrical connections must be made by TAMU personnel under the direction of the staff of the Equine Complex. Equine Complex personnel/staff must operate all house equipment. No equipment, device or fixture may be used which in the opinion of the General Manager endangers the structural integrity of the facility.

3. **Management Functions.** Management functions are retained by the General Manager and may be delegated to users or others only with the written permission of the Manager. These functions include, but are not limited to the following:
   a. All facets of ticketing and ticket policies, including scaling, acquisition, distribution and sale.
   b. All matters of staffing, crowd control, technical arrangements, promotion, and advertising.

4. **Concessions and Catering.** Use of the Complex does not carry the right for the user to control concessions or catering. All catered events shall use the vendors from the approved list in Appendix D. Prior to the event, the General Manager must approve the sale and distribution of food, beverages, souvenirs, or other concession items.

5. **Signs and Displays.** Signs, messages or other materials may be posted, displayed, distributed or announced in, on or adjacent to, the Complex only in assigned locations and with prior written approval of the General Manager. Such materials may not be
THOMAS G. HILDEBRAND, DVM `56 EQUINE COMPLEX

fastened to any part of the facility except in spaces provided for this purpose and may not be permitted to interfere with crowd movement and safety.

6. **Smoking.** TAMU is a smoke-free campus. In accordance with that policy, no smoking is allowed in the Complex.

7. **Exceptions.** Any exceptions to the Thomas G. Hildebrand Equine Complex Administrative Procedures must be approved by the General Manager and the Director of the Equine Initiative.

SCHEDULING CONFLICTS

The General Manager of the Equine Complex or his/her designate will schedule programs in the Complex. The General Manager will attempt to resolve any conflicts with users. If the General Manager cannot resolve the conflict, he/she will make a recommendation to the Director of the Equine Initiative.

ALCOHOLIC BEVERAGES

1. **Possession or Use.** Per University Rule 34.03.01.M1 (2), possession or use of alcoholic beverages at the Equine Complex requires the review and concurrence by the Senior Vice President and Chief Financial Officer or his/her designate for each event. In addition, in all cases possession or use of alcohol must be in full compliance with applicable State laws including the Texas Alcoholic Beverage Code.

2. **Service.** Per University Rule 34.03.01.M1 (4), only Chartwells Dining Services may serve alcoholic beverages to the public on TAMU property during TAMU sponsored events. An alcohol request form may be obtained by calling the Equine Complex at (979) 458-916.

3. **Security.** A uniformed police officer must be present at all events where alcohol is present. An “Event Security Request” can be made by visiting UPD’s website at [http://upd.tamu.edu](http://upd.tamu.edu).
THOMAS G. HILDEBRAND, DVM `56 EQUINE COMPLEX

FEES

1. A current approved fee schedule is available in the office of the General Manager and can be found in Appendix C of this document. There are two types of approved fees.
   a. University Fees. All Texas A&M University and Texas A&M University Systems entities.
   b. Non-Affiliated Fees. All other entities (public or private) not associated with Texas A&M University.

2. Deposit. An advance deposit, as specified in the fee schedule, may be required for confirmation of a reservation for programs sponsored by non-affiliated organizations.

3. Bond and Insurance. Non-affiliated users of the facility may be required to provide a contract performance bond or pre-payment. Non-affiliated users may be required to provide liability insurance covering injury to persons, including those resulting in death, and property damage insurance, including damage to the Complex, in amounts and under policies satisfactory to the Texas A&M University System Director of Risk Management. Copies of such policies shall be furnished to the General Manager no later than 30 days prior to the program and in all cases prior to the announcement of the program.

4. Payment for Damage. All users and sponsors shall be responsible for payment for damage to the Complex and its fixtures and equipment, whether caused by the user or its patrons.

5. Late Cancellation Charges. All users will be billed 50% of flat rate facility usage fee (as per Fee Schedule Appendix C) for any reservation canceled later than (14) days before the date of the event.

Event Charges. All users will be billed as per Fee Schedule Appendix C. Estimates will be provided at user’s request. Staffing requirements will be determined by the General Manager in relation to the demands of the event. A time log will be maintained for additional staff needs and the client will be billed after the event.
BILLING

All bills will be prepared by the Equine Complex and will be considered payable in full upon receipt. The Equine Complex reserves the right to require deposits and appropriate account numbers for organizations/groups using the Complex.

PARKING

Parking for the Equine Complex (Lot 126) is on the southeast side of the complex and can be accessed from F&B Road. Users should contact Transportation Services (PTTS) at (979) 862-2551 as to the availability and services available. http://transport.tamu.edu
THOMAS G. HILDEBRAND, DVM `56 EQUINE COMPLEX

APPENDIX A

Reservation Request Form

Please complete this form and submit to the Equine Complex General Manager’s office, a minimum of thirty days prior to the date requested.

(Please print)

Event: ______________________________________________________________________

Name of Organization: ______________________________________________________________________

Contact Person: ______________________________________________________________________

Address: ______________________________________________________________________

Phone Number: __________________________ Fax Number: __________________________

Email Address: __________________________ Room(s) Requested: __________________________

Date(s) Requested: __________________________ Event time: _____________ to _____________

Time/Date needed for event set up: __________________________

Group Size: __________________________

Audio/Visual Needs: __________________________

Student Organization Sponsored Event? Yes_________ No ___________

University Organization/Department Function? Yes_________ No ___________

TAMU Account Number (if applicable): __________________________

Will there be alcohol at this event? Yes_________ No ___________

An email confirming your reservation will be mailed to the address provided above.

Separate arrangements must be made for:

Alcoholic Beverages: Chartwells: Kristle Comley (979) 854-2582 kristle.comley@compass-usa.com

Security: University Police Department: (979) 845-2345, upd.tamu.edu

Parking: Transportation Service: (979) 862-7275
THOMAS G. HILDEBRAND, DVM `56 EQUINE COMPLEX

APPENDIX B

Statement of Agreement

Use of Equine Complex Facilities

I hereby state that I have read the Thomas G. Hildebrand `DVM 56 Equine Complex regulations and agree that my/our use of the facility will conform to the policies of the Equine Complex and Texas A&M University. I and/or my Organization, will reimburse the Equine Complex for any and all costs incurred through my/our use of the facility. All charges or damages arising from my/our use will be my responsibility and/or that of the group I represent.

This arrangement is binding on all functions of my organization (business, office, department, or college).

Organization__________________________________________________________

Name of Event_________________________________________________________

Date of Event__________________________________________________________

To be completed by Authorized Representative (i.e. Dean, Director, Department Head, Faculty Advisor) ONLY

Printed Name_________________________________________________________

Title_______________________________________________________________

Email_________________________ Phone Number_________________________

Signature___________________________________________________________

Today’s Date____________________________

TO BE COMPLETED BY EQUINE COMPLEX STAFF

Date Received________________________ Reservation Confirmed Yes No

Signature___________________________________________________________ Date________________________
### Thomas G. Hildebrand, DVM '56 Equine Complex

<table>
<thead>
<tr>
<th>Outreach Building</th>
<th>Bldg Number</th>
<th>Rm Number</th>
<th>Square Feet</th>
<th>Capacity</th>
<th>4 Hour</th>
<th>8 Hour</th>
<th>4 Hour</th>
<th>8 Hour</th>
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<tbody>
<tr>
<td><strong>Auditorium</strong></td>
<td>0178</td>
<td>741</td>
<td>6820</td>
<td>900</td>
<td>$220.00</td>
<td>$440.00</td>
<td>$750.00</td>
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<td><strong>Executive Conference Room</strong></td>
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<td>735</td>
<td>819</td>
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<td>$-</td>
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<td>$300.00</td>
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<td><strong>Swanson Foundation Pavilion</strong></td>
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<td></td>
<td></td>
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<td>$100.00</td>
<td>$100.00</td>
<td>$200.00</td>
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<td><strong>Bartlett Recognition Hall</strong></td>
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<td></td>
<td>150</td>
<td></td>
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<td>$350.00</td>
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<tr>
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<td>714</td>
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<td>$-</td>
<td>$-</td>
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<td>$300.00</td>
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<tr>
<td><strong>David &amp; Anne Andras Classroom A</strong></td>
<td>0177</td>
<td>708</td>
<td>15.47</td>
<td>74</td>
<td>$-</td>
<td>$-</td>
<td>$200.00</td>
<td>$400.00</td>
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<tr>
<td><strong>David &amp; Anne Andras Classroom B</strong></td>
<td>0177</td>
<td>708</td>
<td>15.47</td>
<td>74</td>
<td>$-</td>
<td>$-</td>
<td>$200.00</td>
<td>$400.00</td>
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<tr>
<td><strong>Andras A &amp; B Classrooms</strong></td>
<td>0177</td>
<td>707/708</td>
<td>3094</td>
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<td>$100.00</td>
<td>$200.00</td>
<td>$400.00</td>
<td>$800.00</td>
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<tr>
<td><strong>Western Warmup</strong></td>
<td>0172</td>
<td></td>
<td>15,000</td>
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<td>$200.00</td>
<td>$400.00</td>
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<td><strong>Houston Livestock Show and Rodeo Western Arena</strong></td>
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<td>31,250</td>
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<td>$1,000.00</td>
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<td><strong>Hunt Seat Arena</strong></td>
<td>0176</td>
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<td>No Seating Available</td>
<td>$250.00</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$1,000.00</td>
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<tr>
<td><strong>Hunt Seat Warmup</strong></td>
<td>0178</td>
<td>15,000</td>
<td>No Seating Available</td>
<td>$150.00</td>
<td>$300.00</td>
<td>$200.00</td>
<td>$400.00</td>
<td></td>
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</tbody>
</table>

### Arena Rentals

There is no seating available in Buildings 0172 and 0178.

When renting any arena, building 0174, which houses concessions and the restrooms, is included in rental price.

No outside concessionaires are allowed.

### Special Building Openings

Events scheduled during times outside of the regularly scheduled hours (8AM-5PM, M-F) of operation for the Equine Complex will be assessed a special opening fee. If the building needs to be opened earlier or later than regular business hours, an additional per hour charge will be assessed.

*Prices are for FY 2013-14 and will be honored for events under contract prior to the start of the new fiscal year, which starts September 1, 2014.

### Auditorium and Pavilion Rental

The prices listed for the auditorium, pavilion, and recognition hall are for the space only. Additional arrangements can be made according to group needs.
THOMAS G. HILDEBRAND, DVM `56 EQUINE COMPLEX

APPENDIX D

Approved Vendors

Alcohol
Chartwells  (979) 845-1118  tamu.catertrax.com
TAMUCatering@compass-usa.com

Catering
Buppy’s Catering  (979) 779-6417  www.buppys.com
Global Event Group  (979) 778-9101  www.globaleventgroup.com/
The Hilton  (979) 694-4905  www.hiltoncs.com
J. Cody’s  (979) 846-2639  www.jcodys.com/Catering
La Riviera Restaurant  (979) 422-3863  www.lariviera-bcs.com
On the Border  (979)695-2492  ontheborder.com/catering/default.asp
University Catering Services  (979) 845-1118  food.tamu.edu
Texas Roadhouse  (979)268-0558  www.texasroadhouse.com/store-sites/resturant-detail/tx-college-station/

*Any catering vendors not listed must get manager’s approval in advance.