TEXAS A&M UNIVERSITY
Transportation Services

TRANSPORTATION SERVICES EVENT NOTIFICATION

Event Name: _____

Type of Event: _____

Date of Event: _____ **Start/End Time:** _____

TAMU SPONSORING ORGANIZATION

Event Coordinator/Contact: _____

Phone: _____ **Email:** _____

Organization/Department Name: _____

Faculty Advisor/Department Contact: _____

Phone: _____ **Email:** _____

REQUIRED TRAFFIC CONTROLS

Cones: _____ **Barricades:** _____ **Road Signs:** _____

Flaggers (w/vests, stop/yield paddles): _____ **Parking Service Officers:** _____

Approved Route Markings: _____

Route #: _____

Special Conditions/Additional Support Required

Receive safety video link and video signature sheet 4 weeks prior to event.

Pick up equipment Friday prior to event, subject to the return of the video signature form. Earlier equipment release may be requested via email, subject to the return of the video signature form.

There is a minimum Registration Fee of $140 to be collected by Transportation Services for event support. This fee covers the course basic setup by Transportation Services personnel and the use of Transportation Services safety equipment. Additional charges for extra services, support or setup requirements may apply. Failure to return any materials supplied by Transportation Services will result in additional charges.

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 and route 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 and 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 sponsoring organization/ individual assumes any 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 volunteer flaggers (crossing guards) to monitor and control specific intersections along the route. The intersections will be marked on the route map specified in Fun Runs guideline 1 above. All flaggers must view the Safety Video supplied and sign the accompanying signature form stating compliance with the safety rules presented in the video.
6. The use of any wheeled devices (bicycles, scooters, skateboards, etc.) excluding ADA devices and lead/pace bicycle is prohibited during the race.
7. No pets or animals are allowed to participate in any fun run unless required to assist a person with a disability.
8. The use of colored dust/powder is strictly prohibited.

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:** _____