

ZACHRY RESERVATION POLICY GUIDE

Texas A&M University
Zachry Engineering Education
Complex

DEFINITIONS

Event Host

The Event Host is the individual or group responsible for organizing, coordinating, and overseeing various aspects of their event. The Event Host is expected to follow all policies and procedures and provide the Zachry Reservations Team (zachevents@tamu.edu) with all necessary documentation and event information.

Large Event Space

The following are considered [Large Event Spaces](#) in the Zachry Engineering Education Complex (Zachry): the Chevron Rooms, HPE Tech Deck, Engineering Quad (E-Quad), Graham Plaza, Learning Stairs, ZACH 100B Welcome Center, ZACH 200, and all Zachry Atriums.

RESERVATION REQUEST PROCESS

Huddle Rooms

Huddle/study rooms are reserved through the [Zachry Reservation System, Mazévo](#). Students can book these rooms up to 14 days in advance.

Learning Studios

Learning Studio reservations can be requested after the 12th class day of each semester through the [Zachry Learning Studio Request Form](#). Please note that Learning Studio reservations are at the discretion of the Associate Dean for Undergraduate Programs. *Food and beverages are prohibited in the Learning Studios.* The Event Host is responsible for the Learning Studios for the entire duration of their reservation. If the rooms are left unattended, the Event Host will be held accountable for any damages that occur. Please reserve the rooms only for the time you plan to use them or have a designated person monitor the rooms when they are not in use.

Large Event Spaces

Reservation Requests for Large Event Spaces must be submitted through the [Zachry Reservation System, Mazévo](#). Reservation requests requiring no special equipment or personnel must be submitted at least five (5) business days before the event date. Reservation requests for events requiring special equipment, AV support, personnel, services, early building openings, or security must be submitted at least 10 business days in advance. *Requests submitted after these periods are subject to denial.*

Once your reservation request is received, you will receive an email response and/or confirmation from a member of the Reservations Team within three (3) business days.

Texas A&M Engineering Reservation Services
zachevents@tamu.edu | 979.458.9101

Tabling

"Tabling" or "Table Space" refers to a reservation in one of four spaces in front of the E-Quad. The Event Host must supply their table. To secure a table space, a reservation must be submitted via the [Zachry Reservation System, Mazévo](#). Prohibited items include but are not limited to chalk, glitter, paint, or anything that will alter the appearance and quality of the facility and its grounds. Tabling is not permitted indoors.

Reservation Confirmation

Please remember your reservation is *not final* and your event location *should not be publicized* until you have received a confirmation from TAMU Engineering Reservations at notifications@mymazevo.com or zachevents@tamu.edu. Once you receive your confirmation, please review your reservation to confirm the information reflects your event needs.

Reservation Changes

Requests for changes to your reservation can be made by emailing zachevents@tamu.edu or by visiting the [Zachry Reservation System, Mazévo](#), and selecting "My Events." From there, you can submit updates to your reservation. Reservation change requests, including the time of room access, AV needs, wall movements, and loading dock access, must be submitted at least five (5) business days before your event. The ability to accommodate the request is dependent on the availability of facilities, equipment, and personnel.

Reservation Compliance

Failure to comply with Texas A&M University policies or federal, state, and local law may result in the cancellation of future existing reservations and/or restriction from the use of the Zachry facilities. Discrimination in the use of these facilities because of disability, race, religion, nationality, or sexual orientation is prohibited. On the day of the event, the Event Host is responsible for ensuring entrances and exits are free from obstructions and all safety protocols are followed.

RESERVATION OPENINGS

Students

Fall Semester: Reservation requests can be made starting July 1st.

Spring Semester: Reservation requests can be made starting December 1st.

Summer Semester: Reservation requests can be made starting May 1st.

Faculty & Staff

Reservation requests can be submitted one year in advance.

RESERVABLE SPACE SET-UPS

Large Event Spaces & Learning Studios

Most reservable spaces have a standard set-up. Unless special approval has been granted from the Reservations Team, the furniture in the Learning Studios and Large Event Spaces (excluding the Chevron Rooms) may not be altered.

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Chevron Rooms

The Chevron Rooms may be rearranged by the Event Host if the rooms are returned to the standard state of "[classroom style](#)" by the end of the reservation time. Non-compliance may result in a suspension from and cancelation of future reservations in Zachry.

When requesting a Chevron room through the [Zachry Reservation System, Mazévo](#), please indicate which of the conventional setups in which you will have the rooms arranged. You will be prompted to choose a layout when the Chevron rooms are selected, and more information can be found at "[ZACH Chevron Layouts](#)." If you will be using a layout not listed, please draft a layout using a [Blank Chevron Layout](#) and submit it to the Reservations Team at zachevents@tamu.edu for approval no later than 10 business days before the event. *Set-up requests submitted in any other way or after this time may be declined.* If contracting an outside vendor (e.g., Rudder Services), please let the Reservations Team know.

WEEKEND REQUESTS

Unless express approval has been granted by Zachry leadership, requests for weekend events will not be approved due to limited staffing on weekends.

NON-ENGINEERING ORGANIZATIONS

Due to the heavy demand for event space in the building, only Engineering departments/organizations can book event spaces for events that primarily benefit undergraduate Engineering.

CANCELLATIONS & NO-SHOWS

Cancellations

Event Hosts must cancel reservations at least 10 business days before their event. Cancellations made within 10 business days will be reviewed on a case-by-case basis. Repeat cancellations may result in restricted use of the Zachry facilities. The College of Engineering (COE) may cancel or relocate an event at any time to accommodate a COE activity. The Reservations Team will notify the Event Host immediately if cancellation or relocation is required.

No-Shows

The Event Host or representative must occupy a reserved space within the first 30 minutes of the event start time. Failure to do so without notifying the Reservations Team may lead to the cancellation of the remainder of the reservation. Recurring no-shows or cancellations without valid justification may result in temporary or permanent suspension of Event Host reservation privileges. Cancellations should be directed to the Reservations Team via email at zachevents@tamu.edu.

ALCOHOL POLICY

Possession, consumption, storage, or sale of any alcoholic beverages or controlled substances are strictly prohibited on all Zachry property, except in accordance with Section 34.03.99.M0.01 of the Texas A&M University Policy. Events involving alcohol must submit an [Alcoholic Beverage Request Form](#) to the Reservations Team for approval no later than 10 business days before the event date. Alcohol cannot be served on Zachry property until after 5 PM.

SECURITY

Events involving alcohol are required to have at least one University Police Officer present at the expense of the Host. Large crowds may require that one or more University Security Guards be present at the expense of the Host. In accordance with Section 34.03.99.M0.01 of the Texas A&M University Policy, the Reservations Team will consult with UPD on when and how much security is advisable. If it is determined that security is needed for an event, the Event Host must [book security](#) and, once complete, submit confirmation to zachevents@tamu.edu no later than five (5) business days before the event. *Please note: UPD requests submitted less than 10 business days prior to the date of the event are subject to the availability of an officer. If the Event Host is unable to secure an officer for the event, the Reservations Team will require the event to be altered or canceled.*

CLEAN-UP, DAMAGES, & REPAIRS

The Event Host is responsible for leaving the facilities they use clean and without damage. Standard cleaning procedures include taking out the trash (trash bins are located through the service elevator double doors on each floor) and wiping down surfaces. The Event Host will be charged for any damage occurring to facilities and equipment during their reservation. Additional clean-up of a facility after an event may result in a cleaning fee. Removing, altering, or displacing furniture, apparatus, and/or equipment without permission from an authorized Reservations Team representative by an Event Host is prohibited. For assistance with cleanup after your event, please fill out a [Custodial Request Form](#).

CATERING & DELIVERIES

For private events, food and caterers are permitted in all Large Event Spaces. *Food and beverages are strictly prohibited in Learning Studios.* The Event Host must coordinate parking and delivery locations with their caterer and/or through [Transportation Services](#). Requests for Loading Dock access must be submitted to the Reservations Team no later than 10 business days before the event date. Loading Dock hours are 8:30 AM – 4:30 PM, Monday-Friday, and access can be granted for 30 minutes at a time. If the caterer will be on-site for longer than 30 minutes or if they are staying throughout the event, alternate parking arrangements must be made. Final catering details, including the name of the caterer and the point of contact for the delivery, must be submitted to the Reservations Team no later than five (5) business days before the event.

For events that are not secured to prevent the public from intentionally or accidentally consuming the food, the Event Host must submit the appropriate food distribution form based

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on the food they will be serving. For more information on required forms, please visit the [Texas A&M Environmental Health & Safety website](#). The Event Host must submit all signed forms to the Reservations Team no later than five (5) business days before the event. Please note that these forms should be submitted as soon as possible, as some forms must be approved by several parties.

STUDENT ORGANIZATIONS

All student organizations must be currently recognized through [Texas A&M Student Activities](#). Any Event Host requesting a reservation on behalf of a Student Organization that does not meet these requirements will be denied.

FUNDRAISING/CONCESSIONS

Use of Zachry facilities for fundraising or sales of concessions requires the submission of a Concessions Permit Form before being approved by the Reservations Team. Fundraising or concessions activities include but are not limited to selling any item or service, charging admission to an event, and taking donations for charity.

Registered Student Organizations

Fundraising/concessions approval is handled by Texas A&M Student Activities through the [Get Involved](#) platform. Student organization officers listed on the organization's StuAct Online roster will be eligible to access and submit the required Concessions Permit Forms. View the [tutorial video](#) for more information on how to access the form. Any clubs or organizations wishing to hold a fundraiser or event must submit this form at least 10 business days before the event date indicated. *The Event Host must receive approval from Texas A&M Student Activities before an event can take place.*

Engineering Departments

All Texas A&M departments, colleges, and units must submit a Concessions Permit Form, available on the [Student Activities Forms webpage](#).

Off-Campus Event Sponsors

Fundraising/concessions sales are not allowed.

EVENTS WITH MINORS

Any reservation request denoting the presence of minors will be referred to Engineering Campus Programs for Minors (CPM) Liaisons by the Reservations Team. The CPM Liaisons will then work with the Event Host to ensure all [University Youth Programs](#) (UYP) requirements are met. Once the Reservations Team has been notified of UYP compliance, the standard reservation approval process will continue. *Please note: UYP trainings and processes can take up to 60 days to complete. Please plan accordingly if you do not currently have these certifications.*

All youth or children's groups must always be supervised by responsible adults provided by the Event Host. The Event Host is responsible for the conduct of any youth, adult, or member of their

organization and shall ensure that such persons have knowledge of and will comply with all applicable UYP policies and procedures. Please note that any persons brought to Zachry facilities and premises by an Event Host may be asked to leave if such persons violate UYP policies or procedures or cause in any way a disruption to the educational environment.

PROHIBITED ITEMS

The following items are prohibited in all reservable areas of Zachry: tobacco products, microwaves, any open flame, and animals (except service animals). Prohibited items also encompass anything that may cause damage to the facilities. This includes but is not limited to, confetti and glitter, as well as affixing or attaching items (including flyers) to the facility through tacking, nailing, painting, taping, or gluing. Please discuss decorating ideas with the Reservations Team before your event. To display digital advertisements in Zachry, please visit <https://zachry.tamu.edu/digital-signage/>.

AMPLIFIED SOUND

During Class Hours

(Monday – Friday, 8 AM – 8 PM)

Generally, amplified sound will not be allowed during classes. Exceptions will be rare and require the approval of leadership and professors of all affected classes.

Outside Class Hours

We ask that ALL groups maintain awareness of noise levels during their events. We expect all individuals and groups to demonstrate respect and consideration for others, handling noise-related matters with kindness and courtesy.

MOVIE/FILM RIGHTS

You will be required to send the Reservations Team proof that you have obtained the licenses for any movies or content that you will be showing during your event no later than five (5) business days before the start of the event. You can visit a licensing agent, such as swank.com, to purchase these licenses if you do not already have them. Please submit documentation to zachevents@tamu.edu. Failure to obtain the necessary documentation could result in the cancellation of your event.

AUDIO/VISUAL USAGE

Audio/Visual (AV) needs can be requested through the [Zachry Reservation System, Mazévo](#). To request additional AV services, please email zachevents@tamu.edu. AV requests must be submitted at least five (5) business days before your event. If you encounter any AV issues on your event date, please reach out to Zachry IT via email at enr-helpdesk@tamu.edu or by phone at 979-458-8888. While not every request can be accommodated, we will do our best to assist with your event needs.