
TIER 1	TIER 2	TIER 3
<p>Texas A&M Engineering Experiment Station (TEES), Texas A&M Transportation Institute (TTI) and the Office of the Vice Chancellor and Dean of Engineering (VCD) shall not be charged a fee for use of the CIR Training/Conference Facilities for infrastructure-related events where no fees/costs are collected. A TEES, TTI or VCD staff member will plan and execute the event. If an external entity is involved in the planning and hosting of the event, Tier 2 pricing will apply.</p>	<p>(1) TEES, TTI and VCD in conjunction with a non-affiliated entities (public or private); and (2) all Texas A&M University and Texas A&M University System Members. A TAMU or TAMUS staff member will:</p> <ul style="list-style-type: none">• plan the event alongside the external entity and serve as point of contact for the CIR team• receive, sign and confirm all revisions of the booking contract• be on-site to execute the event in tandem with the external entity• receive and process the invoice for the event with a TAMU or TAMUS account number	<p>All other entities (public or private) not affiliated with Texas A&M University and Texas A&M University Systems. For events involving external groups who handle the bulk of the event execution, the CIR will provide the highest level of support.</p>

The CIR offers tiered pricing based on the level of service required to plan and execute the event. In cases where it is unclear if a fee should apply, the decision to charge the fee shall be made at the discretion of the Manager in consultation with the Director.

Lab Space Usage:

Events utilizing lab space will be charged usage rates based on a percentage of the total gross revenues earned, and that percentage will be negotiated on a per case basis (2-5%). This fee helps offset costs such as staff time; use of CIR coffee, bottled water, and sodas; assistance with room set up, receiving food, parking registration; and the general wear and tear on the facility associated with any event occurring in the building. Please contact the Manager for more details.

After Hours Staffing:

An after-hours fee (\$50/hour) will apply for usage of the facility outside of normal business hours (8:00 am – 5:00 pm, Monday-Friday). This includes set up and tear down time and applies to all users (Tiers 1, 2 and 3). Please contact the Manager for more details.

Parking:

TAMU parking permits are valid in the CIR parking lot. You are required to register your license plate with your TAMU permit. Please visit the Transportation Services website for more details.

1. For events with 30 guests or more, the host entity will need to make arrangements with Transportation Services to either (1) purchase placards or (2) purchase the lot. The host entity will provide staff to distribute placards to guests upon arrival and direct guests to display them on their dash.
2. For meetings of more than 10 guests and less than 30, CIR will bill the host entity for the total cost of parking at a cost of \$5/day/guest. CIR staff will register your guests upon arrival. Guests must provide name and license plate number. This option must be approved in advance by the Manager.
3. The CIR will pay for up to 10 guests for small meetings at a cost of \$5/day/guest. This is for TEES/TTI/COE Departments and VCD only.

Payment:

1. All Tier 2 reservations are required to submit payment via a TAMU or TAMUS account.
2. A deposit is required for entities (public or private) not affiliated with Texas A&M University and Texas A&M University Systems (50% required 30 days prior to event date; full payment required by event date).
3. Users will be billed 50% of the room(s) rate (as per the above fee schedule) for any reservation canceled later than 14 days before the date of the event.
4. A fee (~2.35%) will be assessed when processing payments via debit/credit card.

Space	Square Footage	Capacity	AV	Furniture	Tier 2 (Half Day/Full Day)	Tier 3 (Half Day/Full Day)
Training Room (1/3) 1107, 1108 or 1109	1229 1471 1227	40 - classroom style 24 - hollow square 18 - u-shape Custom Available	Projector and screen Conference phone HDMI connection Microphone	20 classroom tables 40 chairs Built-in credenza Podium	\$150/\$300	\$400/\$800
Training Room (2/3) 1107 and 1108	2700	80 – classroom style Custom Available	Projector and screen Conference phone HDMI connection Microphone	40 classroom tables 80 chairs Built-in credenza Podium	\$200/\$400	\$600/\$1200
Training Room (3/3) 1107, 1108 and 1109	3927	120 – classroom style Custom Available	Projector and screen Conference phone HDMI connection Microphone	60 classroom tables 120 chairs Built-in credenza Podium	\$250/\$500	\$800/\$1600

*Classroom tables are 60" x 24" and have built-in power and USB outlets.
AV/IT support on-site. Hand-held and lapel microphones available. Guest wifi available.
Mobile 8' magnetic whiteboards available.*

Space	Square Footage	Capacity	AV	Furniture	Tier 2 (Half Day/Full Day)	Tier 3 (Half Day/Full Day)
Pre-Function Area	3889	104 – rounds of 8 Can accommodate bar, 10 bistros	3 display screens	Built-in credenza	\$200/\$400*	\$600/\$1200*

**Price for use of pre-function space alone. If used in conjunction with the Training Room, the fee is waived.*

*Content of display screens can be customized upon request. One week lead time required.
Adjoining catering kitchen includes large capacity ice maker.
Additional furniture, such as round tables and chairs, can be provided by an outside vendor at an additional cost to the user.*

Space	Square Footage	Capacity	AV	Furniture	Tier 2 (Half Day/Full Day)	Tier 3 (Half Day/Full Day)
Small Boardroom 1121	237	8	2 screens Conference phone HDMI connection Video-conferencing	Boardroom table 8 chairs Whiteboard	\$0/\$0	\$75/\$150
Large Boardroom 1105	410	14	2 screens Conference phone HDMI connection Video-conferencing	Boardroom table 14 chairs Whiteboard	\$0/\$0	\$150/\$300

*AV/IT support on-site. Guest wifi available.
Bottled water and access to coffee service available for meetings of less than 20 people.*