Dear Group Tour Sponsors,

Thank you for your interest in visiting the Island University. Please review the following information regarding tour policies, late arrivals, cancellations, billing, and liability.

Please note that by submitting a group tour request via the online submission form found at tour.tamucc.edu, you understand all information provided in this packet.

Should you have any questions, please feel free to contact a staff member in the Islander Welcome Center or the group tour coordinator.

Phone: 361.825.8687(TOUR)
Email: tour@tamucc.edu

Again, thank you for your interest in Texas A&M University-Corpus Christi!

Safe travels,

Rene Zamora
Assistant Director of Recruitment and Admissions
Texas A&M University-Corpus Christi
GROUP TOUR POLICIES:

- Visiting groups must be accompanied by adult chaperones/teachers/sponsors. We required one chaperone for every 25 students.
- Responsibility for each group rests with the designated adults, not Texas A&M University-Corpus Christi.
- Visiting students and guests must conduct themselves respectfully while on campus. Disruptive behavior is not permitted. TAMU-CC staff and tour guides reserve the right to terminate a campus tour should disruptive behavior occurs. Students are not permitted to approach any classrooms, labs, or offices unless the tour guide instructs them to do so.
- The students and guests are expected to treat all university property with respect. Any vandalism, graffiti or damages will not be tolerated.
- Sponsors are asked to cooperate with the tour guide to ensure that the students get the most out of their tour. If the students are getting excessively out of hand, we ask that the sponsors please assist in controlling the students.
- For your comfort, groups should dress for the weather and wear comfortable walking shoes for tours.
- If your group requests to have lunch as part of your campus visit, please submit this in the original request or contact us at least two weeks prior to your tour date. At this time, group will need approval to have meals in the Islander Dining Hall. Groups are not permitted to eat in any other eateries on campus.
- **Group sponsors must check-in with an Islander Welcome Center staff member at least 10 minutes prior to their scheduled tour. The sponsor should call 361.825.8687 to inform a staff member of arrival.**
- Failure to confirm your group visit or a later arrival may result in the forfeiture of your reservation.

GROUP TOUR SPECIAL REQUESTS:

**Admissions and Financial Aid Presentations**

- The students and sponsors are expected to treat all presenters with attentiveness and respect. The presenters have taken time out of their schedules to present the material.
- Presentations can be cancelled at anytime if a presenter or space becomes unavailable.

**Meals on Campus**

*Islander Dining Hall*

- The Islander Dining Hall is available for an all you care to eat buffet style option. The group tour coordinator will coordinate with the director of the Islander Dining Hall to schedule groups.
  - Lunch options: 11:00 a.m. – 2:00 p.m. only | $9.00 per person with taxes or $8.31 per person with a tax exemption form. Please bring a tax exemption form (and Tax ID Number) on the day of your visit if the dining hall is confirmed.
- Payment to the Islander Dining Hall can be made by cash, credit/debit cards, and check. Checks can be made payable to Chartwells Higher Education. Refunds are not provided.

*The Cove Food Court (an option for groups with less than 30 people)*

- The Cove is TAMU-CC’s food court in the University Center. Various eateries are available including Chick-Fil-A, Pizza Hut, Panda Express, Oso Creek BBQ, a salad bar, and The Grill.
- Payment to The Cove can be made by cash or credit and debit cards.

*Bringing Outside Food to Campus*
Please complete a Food Exemption Form and upload this in your request. The Office of University Services will review your request and determine if you can bring off-campus food to campus. If space cannot be secured on campus for your group to eat, you may have to find an alternative location off-campus.

GROUP TOUR SPECIAL REQUESTS (continued):

Islander Housing Tours

Miramar (located on the island campus) is the easiest option for a tour and is located just steps from the Islander Dining Hall. Momentum Village (located one mile away on the Momentum Campus) also offers tours, but the group must drive to this community. Please let us know if you are interested in a tour of Islander Housing so we can check availability for your group.

Housing tours are provided by Islander Housing staff members who will determine availability and length of tours.

LATE ARRIVALS:

- Please note that due to staffing, any group arrivals of more than 30 minutes later their scheduled tour will be condensed or the agenda will be changed. Please keep this in mind when planning your group’s itinerary and activities. We ask that groups arrive prompt and on time. We recommend that your group arrives at least 15 to 20 minutes early if students need a bathroom break.
- If a group tour must be cancelled due to late arrivals, we will provide the sponsor with a self-guided tour packet.

CANCELLATIONS:

- All cancellations made in writing more than two weeks prior to the scheduled campus tour can be made and honored without penalty. All cancellations/changes that include lunch requests that are made less than one week (7 days) prior to their scheduled visit may result in cancellations fees or extra charges.

LIABILITY:

In consideration to Texas A&M University-Corpus Christi for providing space available to host organization, the host organization, I hereby release, waive, covenant not to sue, and agree to hold harmless for any and all purposes sponsor, The Texas A&M University System, the Board of Regents for The Texas A&M University System, and their members, officers, agents, volunteers, or employees (“RELEASEES” or “INDEMNITEES”) from any and all liabilities, claims, demands, injuries (including death), or damages, including court costs and attorney’s fees and expenses, that may be sustained by me while participating in this activity, while traveling to and from the activity, or while on the premises owned, leased, or controlled by RELEASEES/INDEMNITEES, including injuries sustained as a result of the sole, joint, or concurrent negligence, gross negligence, negligence per se, statutory fault, intentional torts, or strict liability of RELEASEES/INDEMNITEES.

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