

# Reed Arena Facility Guide

*Reed Arena  
730 Olsen Blvd  
College Station, Texas 77845-1128  
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[12thman.com/facilities](http://12thman.com/facilities)*

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## **Reed Arena**

Prominently located on the Texas A&M University campus, Reed Arena serves as the home court for the Aggies' men's and women's basketball teams and women's volleyball team. This multi-purpose venue can also host a variety of other events including major touring concerts, family shows, private events, motorsports and comedy shows. It is conveniently located within minutes of College Station's Easterwood Airport and the Northgate entertainment district, and within walking distance of the George H.W. Bush Presidential Library Center, the Memorial Student Center and the Texas A&M Hotel and Conference Center, as well as Texas A&M's impressive athletics complex of Blue Bell Park (baseball), E.B. Cushing Stadium (track & field), Davis Diamond (softball), Ellis Field (soccer), Gilliam Indoor Stadium (track & field), Kyle Field (football) and the Mitchell Tennis Center (tennis).

Reed Arena's unique features include its flexibility in design and adaptability to a multitude of event types. The 12,989 seat arena features include 24,800 square feet arena floor, 25,000 square feet of spacious public concourse, 5 separate venue entrances, newly renovated 6,500 square foot 2<sup>nd</sup> floor ballroom with air walls that can be configured into 4 separate rooms, newly renovated 6,200 square foot 3<sup>rd</sup> floor ballroom that can be split into 2 rooms, along with multiple other rooms, locker rooms and dressing rooms on the event level.

### **Texas A&M Athletics | Home of the 12th Man:**

One of the most successful Athletics Departments in the nation, Texas A&M ranked No. 15 in the 2018-19 Learfield IMG College Directors' Cup standings and is one of eight Division I institutions nationally to finish in the top 20 of the prestigious ranking of athletics success for at least 13 consecutive years. For more information, go to [www.12thMan.com](http://www.12thMan.com).

### **Texas A&M University:**

Texas A&M University, the flagship university within the Texas A&M University System, is a tier-one research institution with nearly \$1 billion in research grants and more than 69,000 students. The President of Texas A&M University has strategic oversight for campuses in College Station and Galveston, Texas and Doha, Qatar. Located on the campus of Texas A&M University is The Health Science Center with the College of Medicine, Dentistry and Pharmacy, as well as The Texas A&M School of Law and Mays Business School. For more information, go to [www.tamu.edu](http://www.tamu.edu).

## **1. BOOKING PROCEDURES:**

### **1-a Application Process**

All prospective tenants will need to complete a Facility Use Application prior to placing any dates on hold at Reed Arena. This application will help us better understand what type of event you are bringing and your previous event experience.

Upon return of the completed Facility Use Application, Reed Arena management will review the application and, in its sole determination, make a decision concerning the event requested based on the following criteria:

1. Comparison to other applications
2. Event feasibility
3. Applicant's previous event experience and capabilities
4. Applicant's financial status
5. Availability of requested dates

### **1-b Date Holds / Hold Rankings**

After consideration and approval by Arena management, a date will be placed on a hold status. This does not guarantee an event date; it simply is a temporary hold for that date. There may be multiple holds for one single date. If this is the case, your event will be assigned the next available hold status (#1, #2, #3....)

### **1-c Date Hold Challenges**

If you do not have the first hold on a particular date and wish to confirm that date, you must provide a deposit (typically 50% of rental fee) to challenge the date. Once we receive the deposit, we will contact the higher-ranking hold(s) and give them the opportunity to confirm or release the date. If they confirm the date, your deposit will be returned to you.

### **1-d License Agreement**

All prospective tenants will need to complete a Reed Arena License Agreement. This agreement will outline the financial terms and all other details concerning the use of the facility. Along with a fully executed License Agreement, you will need to provide a copy of your contract with the Event/Artist (if applicable) and a deposit payment. If you already provided a deposit to challenge a date, that deposit will be applied towards the event. You will receive two copies, both copies need to be signed and returned to our office. We will sign and return a fully executed original copy to you. No event is confirmed until a fully executed License Agreement is completed.

### **1-f Insurance Requirements**

For all events occupying space in Reed Arena, the Tenant must provide General Liability insurance and supplemental Umbrella coverage. The Tenant must supply Reed Arena with a certificate of insurance naming Texas A&M University dba Reed Arena as additional named insured on the policy. Details of this insurance requirement are outlined in the License Agreement. Certificate of Insurance must be submitted at least 30 days prior to the event.

**1-g Post-event Settlement**

At the conclusion of the event, the Tenant will be responsible for all outstanding facility expenses per the License Agreement. Settlement will typically take place at the conclusion or near the end of the event. At settlement, the Tenant will be presented with all available documented facility expenses, including but not limited to: applicable taxes, rent balance, facility fees, marketing, staffing, production charges, conversion labor, box office labor, medical personnel, security etc. Charges for any and all event expenses incurred will be deducted from the ticket proceeds and the balance will be available to Tenant.

**1-h Payment**

If payment is due to Tenant, funds will be made available within 2-3 business day after the event (excluding any holidays).

If an amount is due to Reed Arena at the conclusion of the event, Tenant may make a cash payment, certified check made payable to Reed Arena or banking wire transfer.

## **2. BOX OFFICE / TICKETING:**

### **2-a 12<sup>th</sup> Man Foundation Ticket Office**

Texas A&M Athletics venues through 12<sup>th</sup> Man Foundation utilize Paciolan ticketing system. Tickets for any events hosted at Texas A&M facilities are sold exclusively on this system. Tickets are sold online, over the phone, or in person at our box office locations.

### **2-b Box Office Locations**

The 12<sup>th</sup> Man Foundation administrative office and main box office is located at the Kyle Field North Entrance and is open during regular business hours: 8 a.m. – 5 p.m., Monday – Friday (excluding holidays).

The Reed Arena box office is located at the Main Entrance facing Olsen Blvd. Additionally, Reed Arena has four (4) satellite box offices located at the North, East, South, and West entrances. These locations are only open on event days.

On event days, the Reed Arena Main Box Office will open two hours prior to the event and remain open until approximately one hour into the event. The satellite box office locations are opened based off of the needs and attendance levels of the event. Extended box office hours can be arranged.

### **2-c Call Center**

The call center is operated 5-days per week (9 a.m. – 5 p.m., Monday – Friday, excluding holidays). Guests may purchase tickets over the phone and choose to have their tickets sent electronically, mailed, or left at the Reed arena box office in Will Call the night of the event. Tickets may be purchased by calling one of the following numbers:

Local Calls: 979-846-8892  
Toll Free: 888-99-AGGIE (888-992-4443)

### **2-d Website Orders**

Ticket Buyers can visit [www.12thmanfoundation.com/tickets](http://www.12thmanfoundation.com/tickets) to see event seating diagrams, view a brief description about the event, and purchase tickets.

### **3. SEATING / MANIFESTS:**

#### **3-a Capacities**

##### *Retractable Seating: 1,780*

(First 8 rows on the North, East, South and West sides)

These risers can be extended or retracted under the permanent seating based upon event needs. The retractable seats are accessible from the main concourse level (1st level) via aisles down through the mezzanine seating or the two public elevators near the Main Entrance.

##### *Permanent Seating: 10,916*

(Lower Bowl 17-19 rows / Upper Bowl 14 – 16 rows)

We offer 18" - 22" wide padded seats with cup holders in select sections and ample legroom in each aisle. Entrance to each seating section is located on the main concourse. All ADA seating is accessed from the main concourse.

##### *Temporary Floor Seating: 798 { \* with a 60' x 40' stage }*

Floor seating is accessible from the permanent seating aisles, the two public elevators, or via four main stairwells that lead from the concourse to the floor.

##### *ADA Seating Sections*

There are designated areas for ADA compliant seating. Reed Arena has 51 ticketed permanent wheelchair spots and 159 additional companion seats. All ADA compliant seating is accessible via the arena main concourse (1st level). There are two public elevators that service the concourse level from the ground floor.

**3-b Configurations** (See Appendix for Diagrams)

Reed Arena is designed with flexibility in mind. We can accommodate a wide range of stage and seating designs. A house curtain is available to shrink the arena creating a more intimate environment utilizing our ¼ house set-up. The following are typical seating and stage designs.

**End Stage Concert**

Permanent Lower Bowl	3,902
Permanent Upper Bowl	3,076
Retractable Risers	1,148
ADA Seating	114 WC/Attn.
Floor Seating	<u>798</u>
<b>Total Seating:</b>	<b>9,038</b>

**¼ House Concert**

Permanent Lower Bowl	3,100
Permanent Upper Bowl	1,048
Retractable Risers	500
ADA Seating	45 WC/Attn.
Floor Seating	<u>N/A</u>
<b>Total Seating:</b>	<b>4,693</b>

**Rodeo / Equestrian (round)**

Permanent Lower Bowl	6,166
Permanent Upper Bowl	4,596
Retractable Risers	N/A
ADA Seating	159 WC/Attn.
Floor Seating	<u>N/A</u>
<b>Total Seating:</b>	<b>10,921</b>

**Basketball (round)**

Permanent Lower Bowl	6,166
Permanent Upper Bowl	4,596
Retractable Risers	1,614
ADA Seating	159 WC/Attn.
Floor Seating (TBD Risers)	<u>88</u>
<b>Total Seating:</b>	<b>12,622</b>

**General Admission Floor – End Stage**

Permanent Lower Bowl	3,902
Permanent Upper Bowl	3,076
Retractable Risers	N/A
ADA Seating	114 WC/Attn.
Floor Standing	<u>3,000</u>
<b>Total Seating:</b>	<b>10,092</b>

**Boxing / Wrestling (round)**

Permanent Lower Bowl	6,166
Permanent Upper Bowl	4,596
Retractable Risers	1,348
ADA Seating	159 WC/Attn.
Floor Seating	<u>924</u>
<b>Total Seating:</b>	<b>13,193</b>



## **4. FACILITY DESCRIPTION:**

### **4-a Public Entrances**

There are five public entrances into Reed Arena; Main, North, East, South, and West. The main entrance, between the North and East entrances, is located off of Olsen Boulevard and faces Kyle Field (entrance leads straight onto the 1st level concourse, seating bowl, and the 2<sup>nd</sup> & 3<sup>rd</sup> level Ballrooms via stairs or elevator). The North, East, South, and West entrances all lead straight onto the 1<sup>st</sup> level concourse and seating bowl. The Main, North, and East entrances are all ADA accessible whereas the South and West are accessed via stairs.

### **4-b Event Level – Lower Level Floor** (See Appendix for Diagram)

The Event Level is primarily the production level. This level is where all of the locker rooms and star rooms are located as well as other show support rooms. The 24,800 sq. ft concrete arena floor is located on the lower level as well.

### **4-c Concourse Level – 1st Floor** (See Appendix for Diagram)

Over 25,000 sq. ft of stained concrete with ample space for vendors and displays. The concourse can accommodate up to 118 (6'x8') display booths. Television screens line the concourse and offer live footage of the event. All permanent seating is accessed from this level through one of the 44 seating portals.

### **4-d Ballroom – 2nd Floor** (See Appendix for Diagram)

This 6,500 sq. ft ballroom is easily accessed from the Main entrance of Reed Arena and can hold a wide variety of events for special functions. This space is divided with air walls that allow it to be divided into any combination of 4 different rooms to one large room.

### **4-e Ballroom – 3rd Floor** (See Appendix for Diagram)

This 6,200 sq. ft ballroom is easily accessed from the Main entrance of Reed Arena and can hold a wide variety of events for special functions. This space is divided with one air wall that allows it to be divided into two separate rooms or into one large room. This ballroom overlooks the arena floor and you can access the upper seating bowl from the space. .

### **4-f Loading Dock** (See Appendix for Diagram)

The loading dock and back of house production area are located on the Southwest side of the facility. There is one (1) truck height loading dock platform with a concrete ramp down to grade level. Events can load / unload, by forklift, up to 2 trucks at once within our interior staging area.

- 26,000 square feet exterior staging area
- 48 spaces for vehicles (less with truck parking)
- 1,843 square feet of interior dock space
- 19' high clearance roll-up door for easy load-in / load out (19' clearance at portal leading to arena floor)

### **4-g Elevators**

The public elevator and the service elevator accesses all four levels of the facility (but not to the catwalk). The freight elevator connects the concourse to the lower level of the facility (only).

- Two (2) public elevators (off main entrance)
- One (1) freight elevator (off the loading dock)
- One (1) service elevator (near the main entrance – back of house)

#### **4-h Arena Floor**

The arena floor is 200' x 124' for a total of 24,800 square feet when the retractable seating is stored.

Our floor is 76' by 130' for a total of 9,880 total square feet when the retractable seating is extended.

#### **4-i Meeting Rooms** (See Appendix for Diagram)

All of the arena meeting rooms are located on the 2<sup>nd</sup> and 3<sup>rd</sup> floors.

The 2<sup>nd</sup> floor Meeting Rooms can be divided into four separate spaces using moveable air walls - 201, 202, 203 and 204, or one large room, 200. All meeting rooms include overhead sound system and dimmable lighting.

<u>ROOM</u>	<u>SQUARE FEET</u>	<u>BANQUET</u>	<u>THEATER</u>	<u>CLASSROOM</u>
200	6,500 square feet	540	600	420
201	2,800 square feet	200	240	130
202	800 square feet	72	88	45
203	800 square feet	72	88	45
204	800 square feet	72	88	45

The 3<sup>rd</sup> floor Meeting Rooms may be divided into two separate spaces using moveable air walls - 301, 302, or one large room, 300. All meeting rooms include overhead sound system and dimmable lighting.

<u>ROOM</u>	<u>SQUARE FEET</u>	<u>BANQUET</u>	<u>THEATER</u>	<u>CLASSROOM</u>
300	6,200 square feet	360	440	264
301 A	3,950 square feet	108	176	105
301 B	2,250 square feet	225	308	168

#### **4-j Press Room & Film Room** (See Appendix for Diagram)

The Arena Press Room is specially designed for use during sporting events for press conferences as well as a meeting/storage room during special events. The room is pre-wired with press conference lighting, power locations, and speakers that can be used during any event.

<u>ROOM</u>	<u>SQUARE FEET</u>
050 Press Room	925 square feet

The Film Room is a multi-use meeting/storage room used during special events. The room is equipped with a full-size white board on one of the walls and is located off of the main lower level service hallway just down the hallway from the Press Room.

<u>ROOM</u>	<u>SQUARE FEET</u>
054 Film Room	435 square feet

**4-k Star Rooms / Green Room** (See Appendix for Diagram)

There are four Star Dressing Rooms, each with their own lighted mirror, private shower, restroom and vanity. The Star Rooms are located in a private hallway off of the main lower level hallway next to the Green Room. These star dressing rooms have direct access to the arena floor. The Green Room has counter space with a sink, cable television, and is connected to Star Room 065 and Star Room 066 where the bathroom is located.

<u>ROOM</u>	<u>SQUARE FEET</u>
Green Room	635 square feet
065 Star Room	166 square feet
066 Star Room	185 square feet
068 Star Room	120 square feet
069 Star Room	144 square feet

**4-l Locker / Team Rooms** (See Appendix for Diagram)

Reed Arena offers three locker room spaces. All locker rooms are the same size and chairs can be brought in to seat approximately 15 people with shower and restroom access directly off the locker room area.

<u>ROOM</u>	<u>SQUARE FEET</u>
051 Dressing/Locker Room	525 square feet
071 Dressing/Locker Room	525 square feet
071 Dressing/Locker Room	525 square feet

**4-m Parking** (See Appendix for Diagram)

Public parking at Reed Arena includes 2,452 parking spaces directly adjacent to the arena in each of our Lot 100's. ADA parking is available in Lot 102 directly in front of our Main entrance as well as adjacent to the East entrance.

There is a parking garage located across the street from our North entrance directly in front of the campus Rec Center.

Event related production parking is located at the back of the facility in the loading dock. There is a 26,000 sq ft loading dock parking area for the exclusive use of events with 48 parking spots. This is the location to park tour busses and show related vehicles. Shore power is available. Additionally, the arena can accommodate overflow parking for trucks & trailers in an off-site Fan Field parking lot about half a mile from the arena.

The venue can offer ample space for outdoor events in a variety of parking lots surrounding the arena facility.

## **5. PRODUCTION EQUIPMENT AVAILABLE:**

*\* Please contact the Arena Production Manager for current rates and availability.*

### **5-a Folding Chairs**

2,600 fabric covered and padded folding chairs – maroon in color.

### **5-b Tables**

(160) 66" round tables

(175) 30" x 72" tables

(150) 18" x 72" tables

### **5-c House Curtain**

Reed Arena can offer a 110'w x 60'h maroon house curtain or 70'w x 32'h black curtain to use as a backdrop to the main stage that hangs off the house truss in select locations of the grid work.

### **5-d Forklifts**

Two forklifts are available on site:

2,900 pound Electric Yale with side shifter and 60" forks

5,000 pound Propane Yale with side shifter and 48" forks

One set of 72" fork extensions available

*\* Reed Arena can arrange for local rental of additional equipment if necessary.*

### **5-e Basketball Equipment**

Regulation size portable wood basketball floor (112' x 60')

(3) Portable Basketball Backstops

Full Daktronic's Scoring System including Shot Clocks

(6) 112" Daktronic's Video LED Scoring tables (Programmed with 4-2 or 3-3 split setup)

### **5-f Volleyball Equipment**

Regulation size volleyball taraflex floor (96' x 60') that gets laid on top of the main basketball court.

### **5-g Sport Court Equipment**

The Texas A&M University Athletic Department has 25,000 sq ft of sport court that can be laid over the main concrete arena floor.

### **5-h Dance Floor**

The dance floor can only be configured in a square or rectangle. The maximum size of dance floor is a 40' x 40' square or a 44' x 36' rectangle.

### **5-i Pipe and Drape**

Reed Arena can offer up to 10,740 linear feet of 8' tall pipe and drape in various colors:

Maroon 1,990 ft

Blue 3,690 ft

Black 3,600 ft

White 1,460 ft

*\* Also available is 120 linear feet of 12' black drape*

## **6. POWER DISTRIBUTION:**

### **Backstage & Arena Floor**

Tunnel Exterior	One each: 800A, 200A (all 3-phase/5-wire services - also Truck Power)
Tunnel Interior	One each: 200A, 100A (all 3-phase/5-wire services)
Upstage Right	One each: 800A, 600A, 400A, 100A (all 3-phase/5-wire services)
Arena Floor	3 additional locations throughout Arena floor
Dock Power	6-60A 220V, 3 20A 110V

## **7. AUDIO / VISUAL INVENTORY:**

*\* Please contact the Arena Production Manager for current rates and availability.*

Reed Arena has an array of in-house Audio and Visual equipment perfect for meeting room functions as well as small arena productions. The Arena also has a variety of vendors to support any size production.

### **7-a HOUSE LIGHTING:**

The Arena lighting is controlled from our light booth at the top of section 115. The lighting is designed with a Douglas Lighting controller offering 0-10 dimming abilities. At 100% illumination, the system provides an average of 64 foot candles on the arena floor.

(4) 1.8 Lycian Superstars Spotlights

Spots are pre-positioned on permanent platforms in sections 205, 210, 221 & 216 and can be moved to temporary positions available in sections 209, 213, and 217. Spot lights come "as is" in working condition. Any optimization requested will be a service call billed to the event.

Our in-house Production Department can assist with any size show in design and show operation. Our in-house lighting inventory includes:

- Leko
- Par
- LED Uplight
- Martin MAC Viper (shuttered moving light – colored)
- Martin MAC Aura (moving wash light – colored)
- High End Systems SolaSpot (LED moving light – spot)
- Elation Platinum Beam 5r Extreme (moving beam light)
- High End Systems Shogun (special effects spotlight)
- Molephase (crowd light)

### **7-b HOUSE AUDIO:**

Reed Arena house sound system was custom built for this facility with JBL A12 Linearrays. The arrays are configured in a 360 degree coverage pattern (10 arrays total). There are 6 arrays of JBL S28 subwoofers, flown, in a delay steered cardioid configuration. The arrays are all powered with Crown 4x3500s (tops = 2:1, subs = 1:1). There are 6 JBL full range downfill speakers to cover the arena floor. The PA is controlled with BSS Londons in a Left, Right, Sub, Downfill, & Concourse send. Our system is operated by Midas Pro 1 with Dante (v.4) routing throughout the venue. Reed arena runs a combination of System architect and Performance Manager Software. The venue can operate at 103db (+/- 1.5db) in all areas.

## **8. HOUSE STAGING:**

- (1) Main Stage 60'w x 48'd (4'h - 6'h) in multiple configurations available
- (2) Sound Wings 24'w x 8'd x 4'h to 6'h
- (2) Ramps 12" - 48" rise
- (10) Stage Stairs 4'h - 6'h
- (4) Stair Units 18" in height
- \* Multiple decks for mix positions / risers etc. 12" – 32" rise (4" increments)

The stage surface is 1" plywood with a black polyvinyl surface laminate (75% of staging is dual hard deck with a grey carpet on the other side). Our stage can accept a vertical surface load of 125 p.s.f. Black skirting is available for all platforms.

## **9. HOUSE PRODUCTION LABOR:**

*\* Please contact the Arena Production Manager for current rates and scheduling.*

Reed Arena offers a variety of staffing services from our exclusive in-house departments. Reed Arena is a "non-union" building. However, most staffing must be supplied through the in-house Production Departments.

Stagehands and Riggers are available through the preferred 3<sup>rd</sup> party vendor such as Rhino or they may bring in additional touring crew for the event.

All Reed Arena staffing is based on a four (4) hour minimum and must be arranged through the Arena Production Manager in advance of the event.

## **10. RIGGING** (See Appendix for Diagram)

Reed Arena has an extensive roof structure that can accommodate most rigging currently on tour. Working conditions are safe, well lit, and easy to use with ample catwalk access and a certified Safety Fall Arrest System. The rigging structure is open trusses with 20' spacing (beam to beam).

Maximum total rigging load	100,000 pounds total (* after center hung and sound system – those already factored in)
Maximum total rigging load around center hung	4,000 pounds
Maximum total rigging load under center hung	0 pounds (n/a)
Total rigging load per truss not to exceed	8,000 pounds

The floor to low steel ceiling height is approximately - 77 feet

Distance from floor to bottom of the center hung scoreboard when fully retracted - 40 feet

The catwalk extends over the entire Arena floor from North to South and East to West. An elevator then two flights of stairs lead to our catwalk access (*no direct access by elevator only*).

Any theatrical or other loads shall be suspended only from the framing indicated on the plan with a number mark. Other steel members such as roof joists and beams, catwalk, framing etc., shall not be used to support a suspended theatrical or other load without structural engineers and venue management approval.

## **11. VIDEO BOARDS / LED RIBBONS:**

### **Main Center Hung Scoreboard (4 Screens)**

Located above the center of the arena floor is our 26'W x 54'L x 34'H - 10mm Daktronics LED scoreboard. We are able to broadcast live footage, pre-recorded commercial spots and show sponsor logos or graphics during the event.

(Additional fees apply)

### **Additional Video Wall**

Located above section #128 is a 17'H x 39'W - 8mm Daktronics LED screen. This screen can show the same image as the main center hung board during events as well as stats/ads during sporting events. This board is generally not visible during concerts as it is behind the stage.

(Additional fees apply)

### **Video Ribbon**

The interior of the arena is surrounded on 3 sides by an 8mm Daktronics video ribbon (190' on two sides and 112' on one end). All programming and design is done in-house by the 12<sup>th</sup> Man Productions Department.

(Additional fees apply)

### **Video Control Room**

The video control room is located at Kyle Field football stadium (across the street) where they have a full service video production facility. The room is operated by 12<sup>th</sup> Man Productions within the University Athletic Department. Inside of the arena seating bowl behind Section 109 we have a production booth that communicates to the main video control room at Kyle Field.

## **12. STAFFING POLICY:**

### **12-a Police Department**

For certain events, Reed Arena management may require the presence of law enforcement during the event. If so, officers from the University Police Department and/or College Station Police Department will be used. It is the sole decision of Reed Arena management as to the number of officers necessary for events. Events that serve alcohol will require the presence of at least one (1) officer and the actual number depends on the size of the event.

### **12-b T-Shirt Security**

Reed Arena utilizes T-Shirt Security in certain key locations during events. These locations may include providing security to certain access points to back of house areas, stage security where applicable, and loading dock security. Another function of the T-Shirt Security is the entry search. For the protection of guests, performers and staff; all guests entering the facility will be subject to some type of inspection and/or search.

#### **Visual Inspection:**

For all events, a visual inspection of guests entering the facility will be conducted. This visual inspection may include but is not limited to:

- Visual scan of all guests as they enter
- Guests may be asked to open their coats / jackets etc.
- Guests may be asked to open their backpacks or large bags, etc.

#### **Clear Bag/Bag Search:**

For all Texas A&M Athletic home games and certain other events, there will be a Clear Bag Policy implemented. For more information regarding acceptable bags please visit [12thman.com/BeClear](http://12thman.com/BeClear). All of these clear bags are subject to search upon entry into the facility

#### **Full Search:**

For certain events, a full search of each guest will be conducted at the entry points. The extent of the search will be determined by the potential for patrons to bring unauthorized items into the facility. This full search may include but is not limited to:

- Removal of Coats / Jackets for closer inspection
- Search of all backpacks or large bags, etc.
- Full Pat Down of all guests as they enter
- Metal Detection Hand-held Wands scanning all guests as they enter
- Walkthrough Metal Detectors being used to screen guest and backstage entrances

### **12-c House Staffing**

Reed Arena will use professional Guest Service personnel to service the remainder of the facility. Reed Arena employs a full staff of experienced Guest Service personnel who have been trained in crowd management techniques.



### **13. SAFETY, EVACUATION and HOUSE RULES POLICY:**

#### **13-a Approval of Floor Plans**

Facility Management and/or the Texas A&M Environmental Health & Safety Department will need to approve the floor plan prior to the event. The event will be responsible for any expense associated with plan review and/or labor related to the event floor plan.

#### **13-b Pyrotechnics / Fog & Haze**

Reed Arena requires that all pyrotechnics be approved in advance by the Arena Production Manager and the Texas A&M Environmental Health & Safety Department prior to being loaded into the building. Requirements include the use of a locally licensed "Shooter" for any Pyrotechnic effect. The Arena Production Manager can assist with this. The use of fog or haze machines also requires this same approvals. Reed Arena will only allow water based fog or haze machines to be used during events. *(NO OIL BASED EQUIPMENT ALLOWED INSIDE THE FACILITY)*

#### **13-c First Aid / EMT's**

Reed Arena requires that First Aid / EMT personnel be on site from the time doors open to the end of the performance and all of the public has exited the building. For some events (motor sports, rodeo/equestrian, combat sports etc.), medical personnel may also be required during rehearsal / practice times. The event will be responsible for all medical personnel labor charges incurred during the event.

#### **13-d Paging System**

It is the policy of Reed Arena not to make personal pages for guests within the facility. In the event of an emergency affecting the entire event and all of the guests, an announcement will be made over the paging system informing the guests of the situation and instructing them what to do.

#### **13-e Evacuation of the Facility**

Reed Arena staff have been fully trained to handle emergency situations. In the event the facility is required to be evacuated, facility staff will direct all guests to the appropriate exits. Arena Security will assist all production personnel out of the building and then secure the facility until authorities arrive.

#### **13-f House Rules & Regulations**

##### **Bags:**

Reed Arena operates under a clear bag policy for all athletic events. Information regarding this policy can be found at [12thman.com/BeClear](http://12thman.com/BeClear). All permissible bags will be checked prior to entry. For non-athletic events, the bag policy will be determined by Arena management and the event.

##### **Outside Items:**

No outside food or beverage allowed

No tobacco products of any kind

*\* Reed Arena and Texas A&M University is a tobacco free campus and there are no designated smoking areas*

No alcohol, ice chests, or pets *(except for approved service animals)*

No signs, banners, artificial noisemakers, or flags are permitted in Reed Arena without prior approval

No firearms are allowed during Athletics events (including concealed carry pursuant to Section 30.06 of the Texas Penal Code). *Note: Excluding Concealed Carry policy at other event requires prior approval by the University President's Office*

#### Cameras:

Reed Arena standard policy; unless the event dictates otherwise, is that non-professional cameras (no detachable lens) and recording devices are allowed inside the Arena during events. Tripods are allowed as long as they do not impede the view or walkway of guests in your area.

#### Re-Entry:

The general policy of the facility is that there is no re-entry allowed. Exceptions to this policy are at the discretion of arena management. If a guest is asked to leave during an event, they will not be allowed back inside.

#### Lost & Found:

All items left after an event are turned into the Guest Services Office located at the main entrance, then logged and stored for one week. The items will then be turned over to the university lost and found at the MSC and stored there until redeemed or disposed of according to their policy.

### **14. CATERING / CONCESSIONS:**

#### **14-a Catering**

Reed Arena is an "open catering" facility. Clients may choose who they would like to service the event, but the provider must be a licensed caterer in the State of Texas and provide proof of such. There are no retail restaurant food service providers allowed inside the facility (no pizza, burger or chicken type locations etc.). Clients may choose from a list of caterer's for their event including our in-house provider Levy Restaurants.

#### **14-b Alcohol**

Reed Arena can supply a complete line of alcoholic beverages depending on the event. Currently beer and wine is the only alcohol available during NCAA games per SEC policy. Private bars can be offered for VIP functions or backstage needs, etc. Reed Arena reserves the right to dictate alcohol sales during all events.

#### **14-c Concessions**

The Concession operations is done in-house by Levy Restaurants. There are (7) public concession stands offering a variety of products to choose from with reasonable prices for the guests. Additionally, other portable locations are able to be set around the venue. There are ample points of sale at a ratio of 325:1 throughout the facility. Reed Arena reserves all rights to the proceeds from Food and Beverage sales during events.

### **15. MERCHANDISE:**

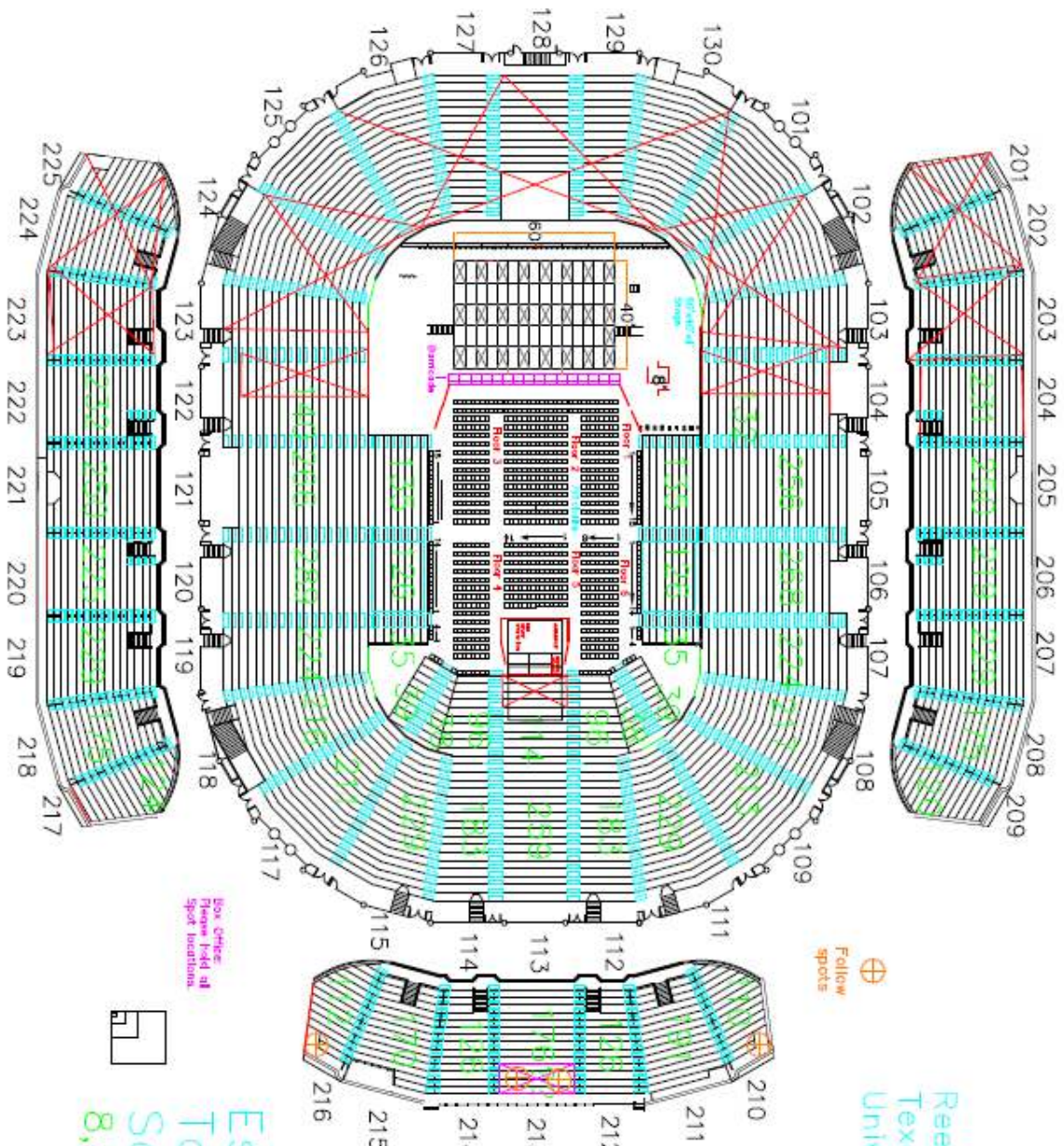
With prior approval, event related merchandise can be sold at select locations within the facility. Reed Arena will provide merchandise carts and grids for display of merchandise. Merchandise percentage is negotiated within the License Agreement. Settlement of merchandise sales is completed at the end of each event and a sales report must be provided to Reed Arena upon request.

## 16. FACILITY MAPS / DIAGRAMS

### 16-a Site Map



**16-b Event Level Generic Seating Configuration (full house)**



Reed Arena  
Texas A&M  
University

Est. Total  
Seats  
8,943

Pit	798	
Riser	105-107	Sec. 204-209
Riser	109-117	Sec. 1224
Riser	119-121	Sec. 210-216
Riser	204-209	Sec. 1011
Sec.	104	Sec. 217-222
Sec.	122	Sec. 1235
Sec.	132	
Sec.	140	
Sec.	105-121	
Sec.	3467	



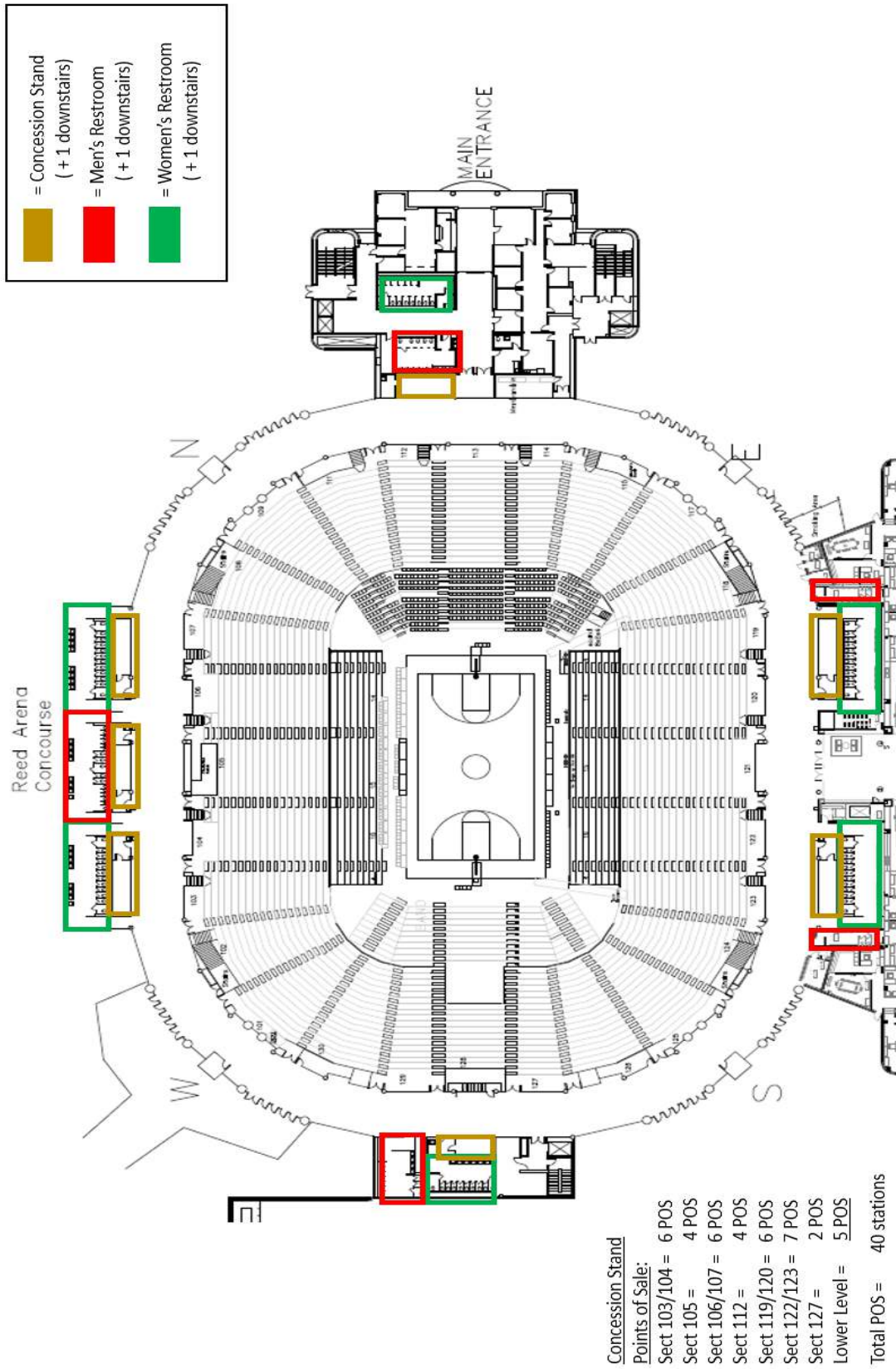
Telescoping Riser Seating—ADA Accessible

Permanent Mezzanine Seating Bowl—ADA Accessible

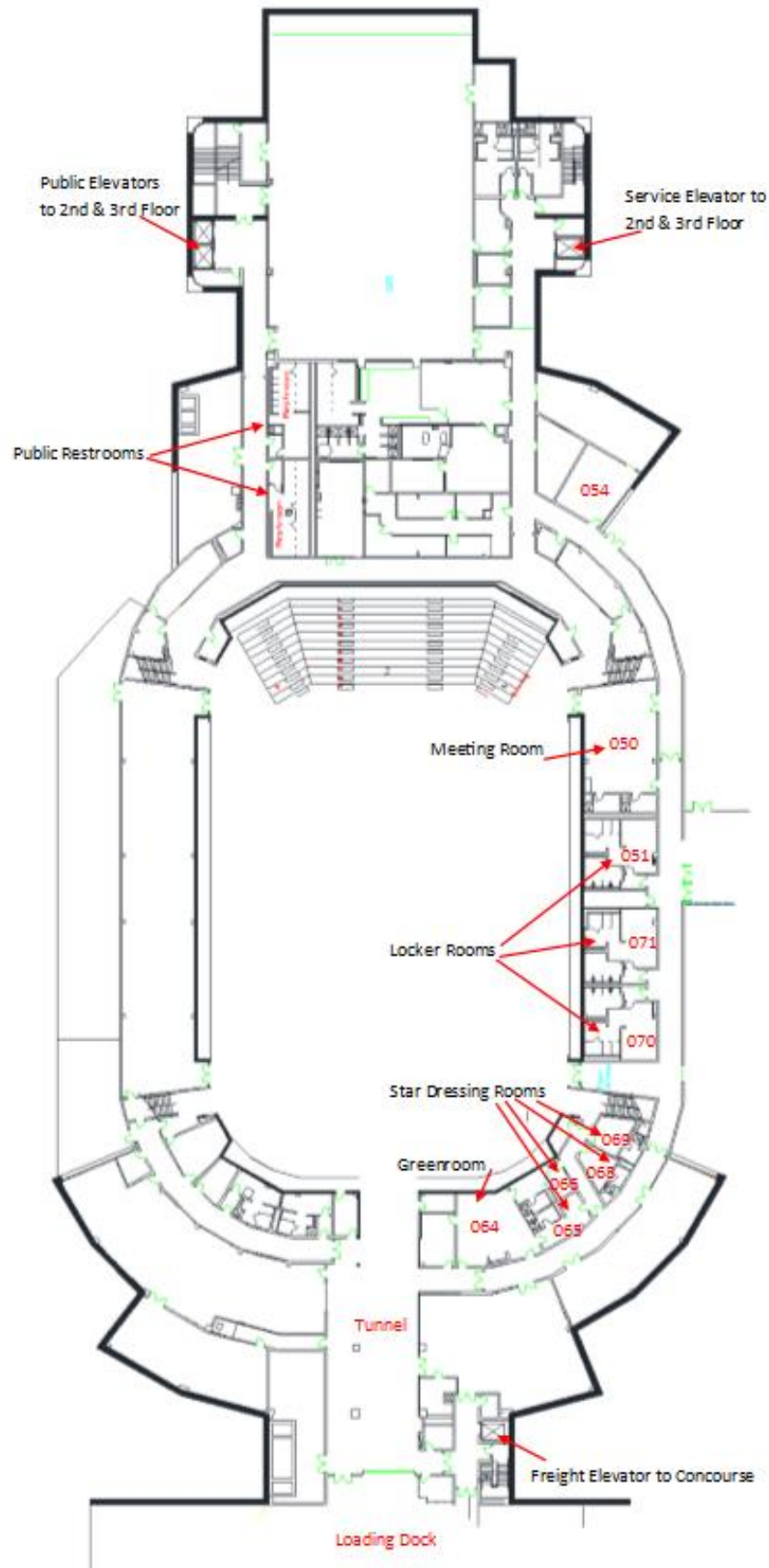
Loge Seating

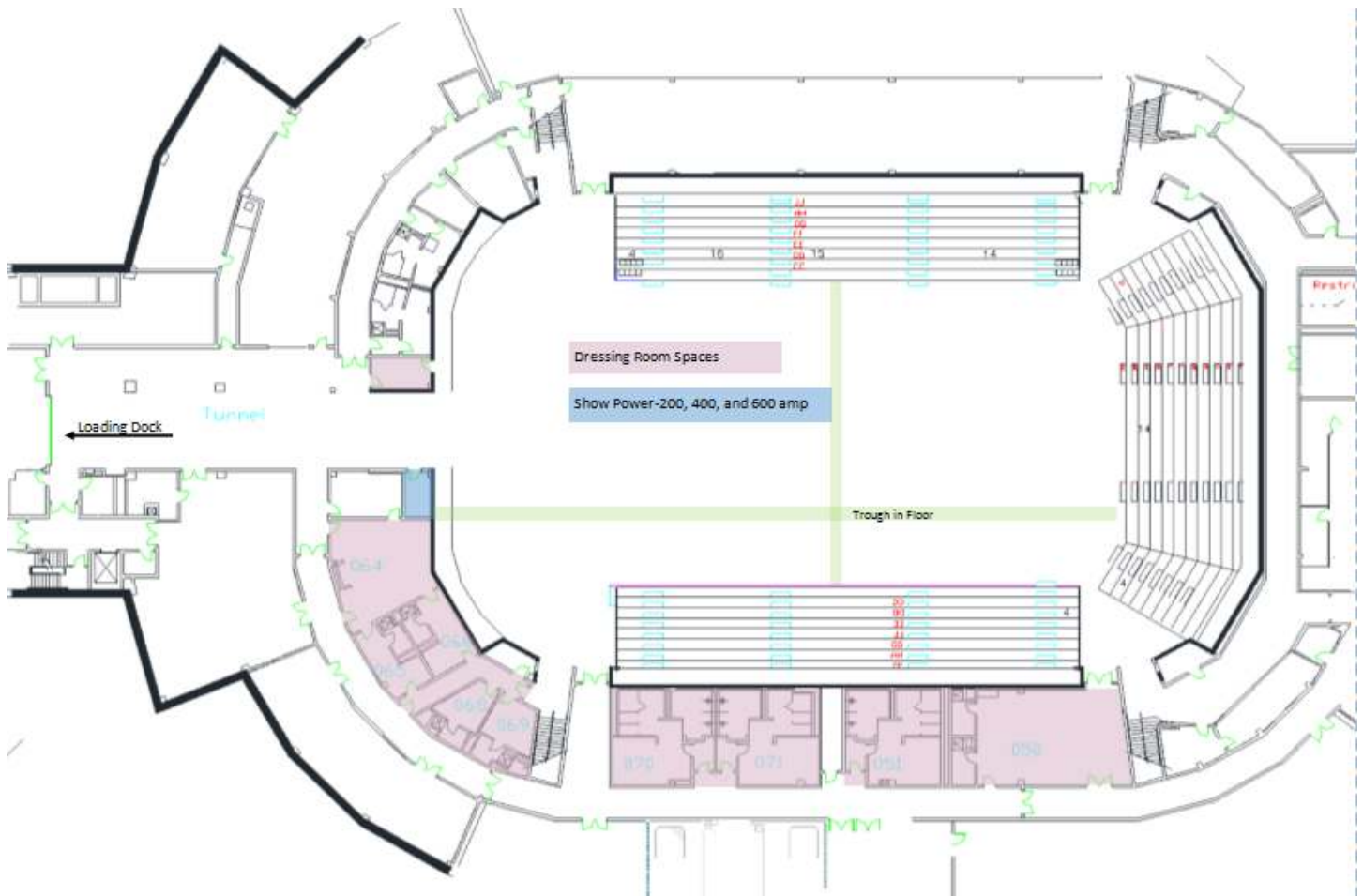
- Possible Spotlight location
- Spotlight location

**16-c Concourse Concession Stands and Restrooms**

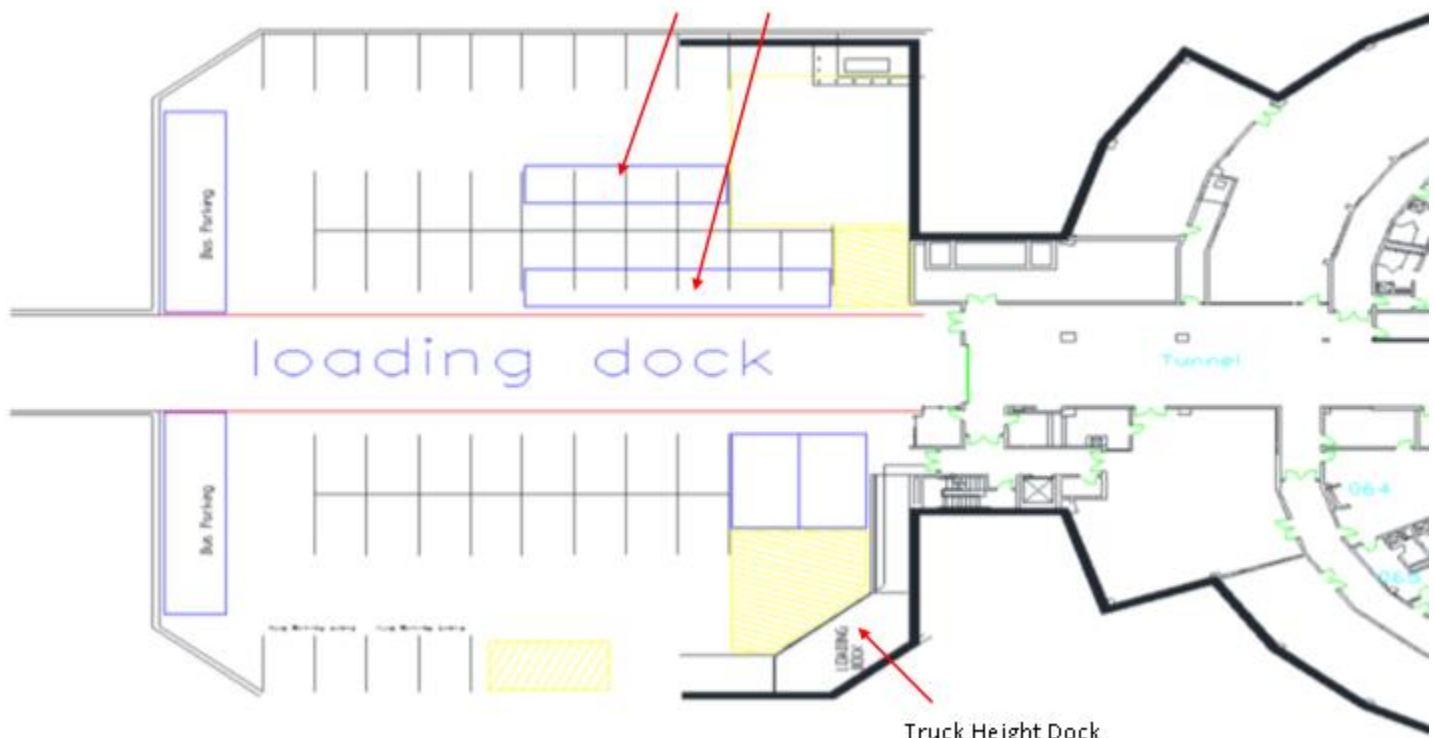


**16-d Lower Level Dressing Rooms & Locker Rooms (back of house)**





TV Truck Parking

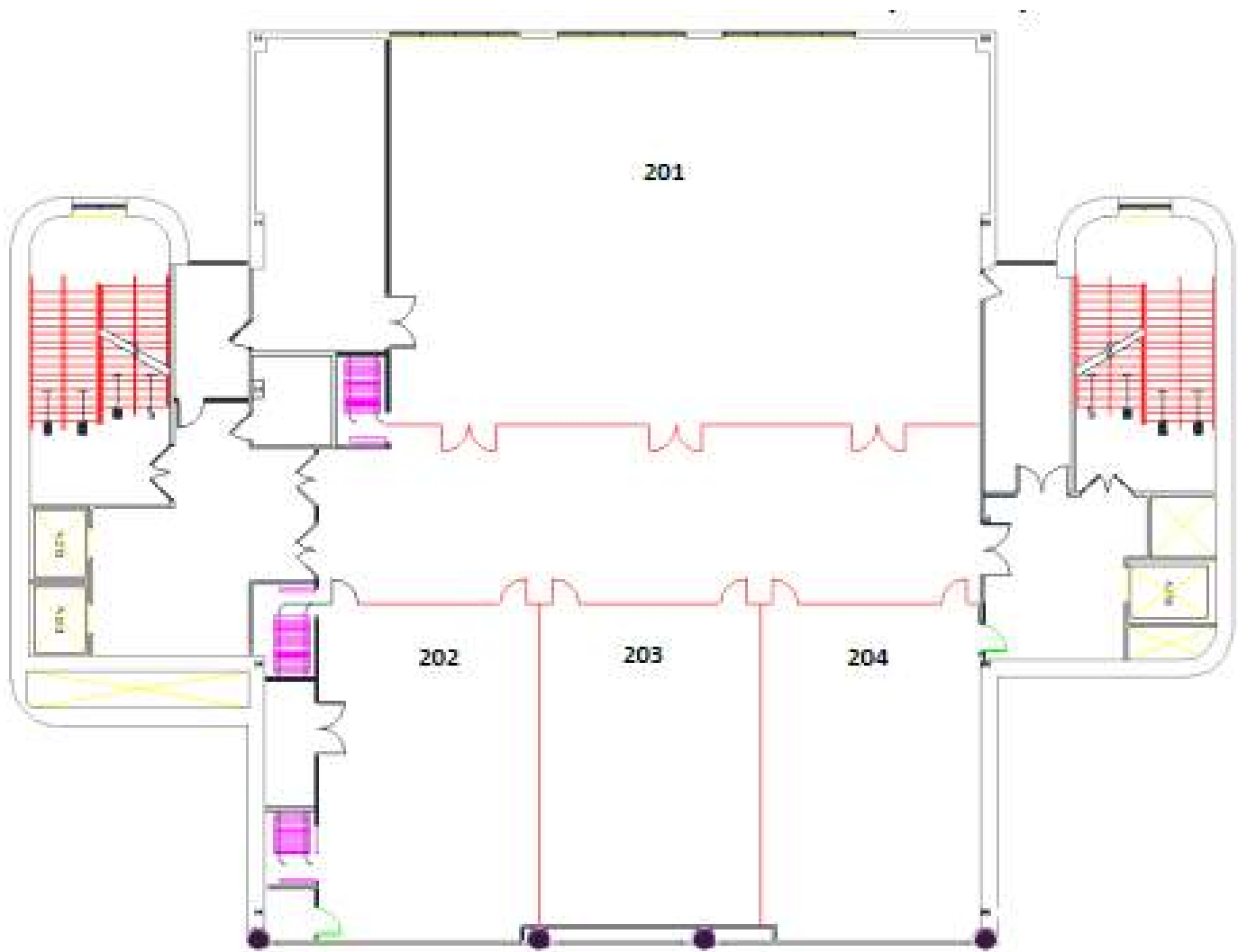


Truck Height Dock



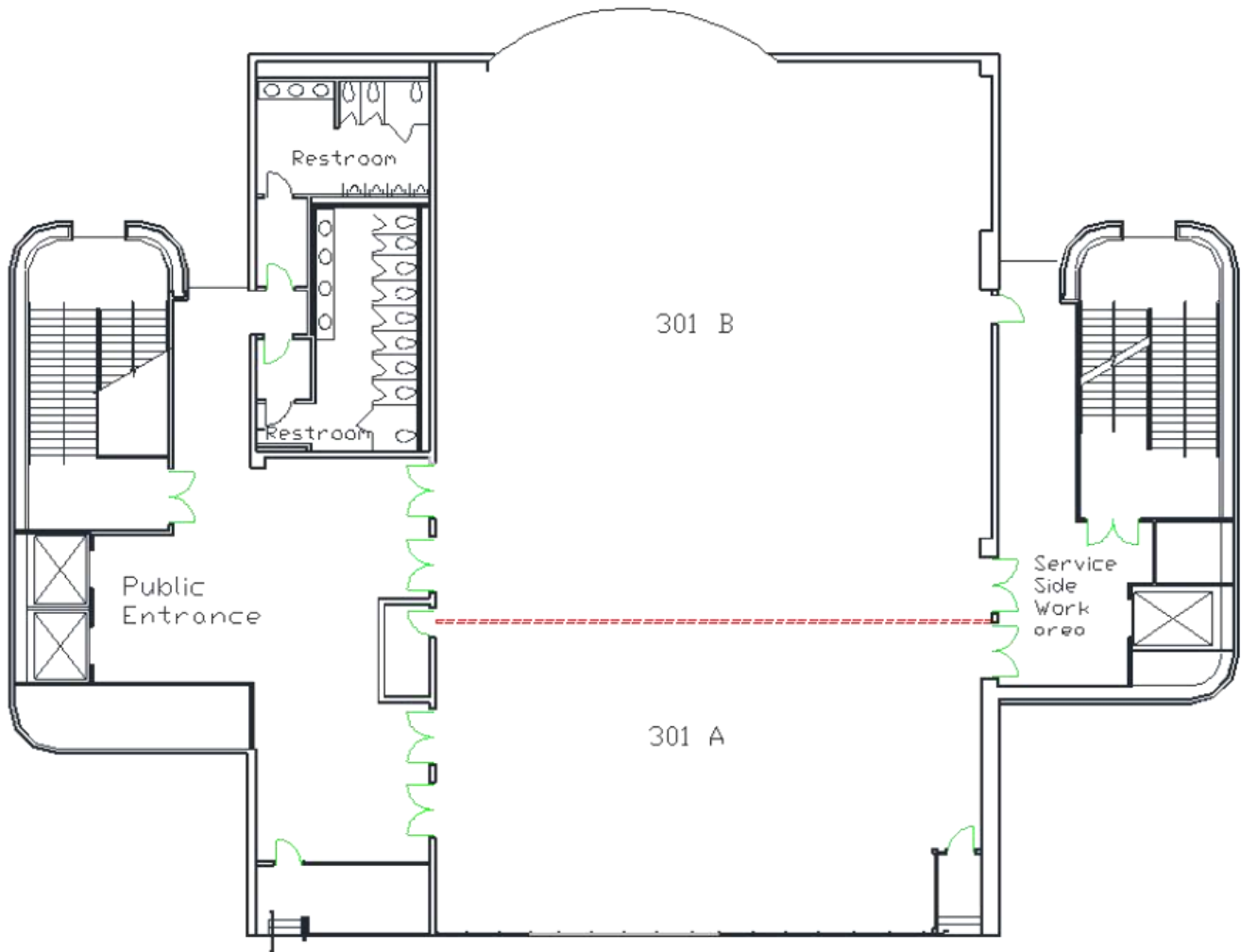
**16-e 2<sup>nd</sup> Level Meeting Rooms**

\* Four movable airwalls indicated in red



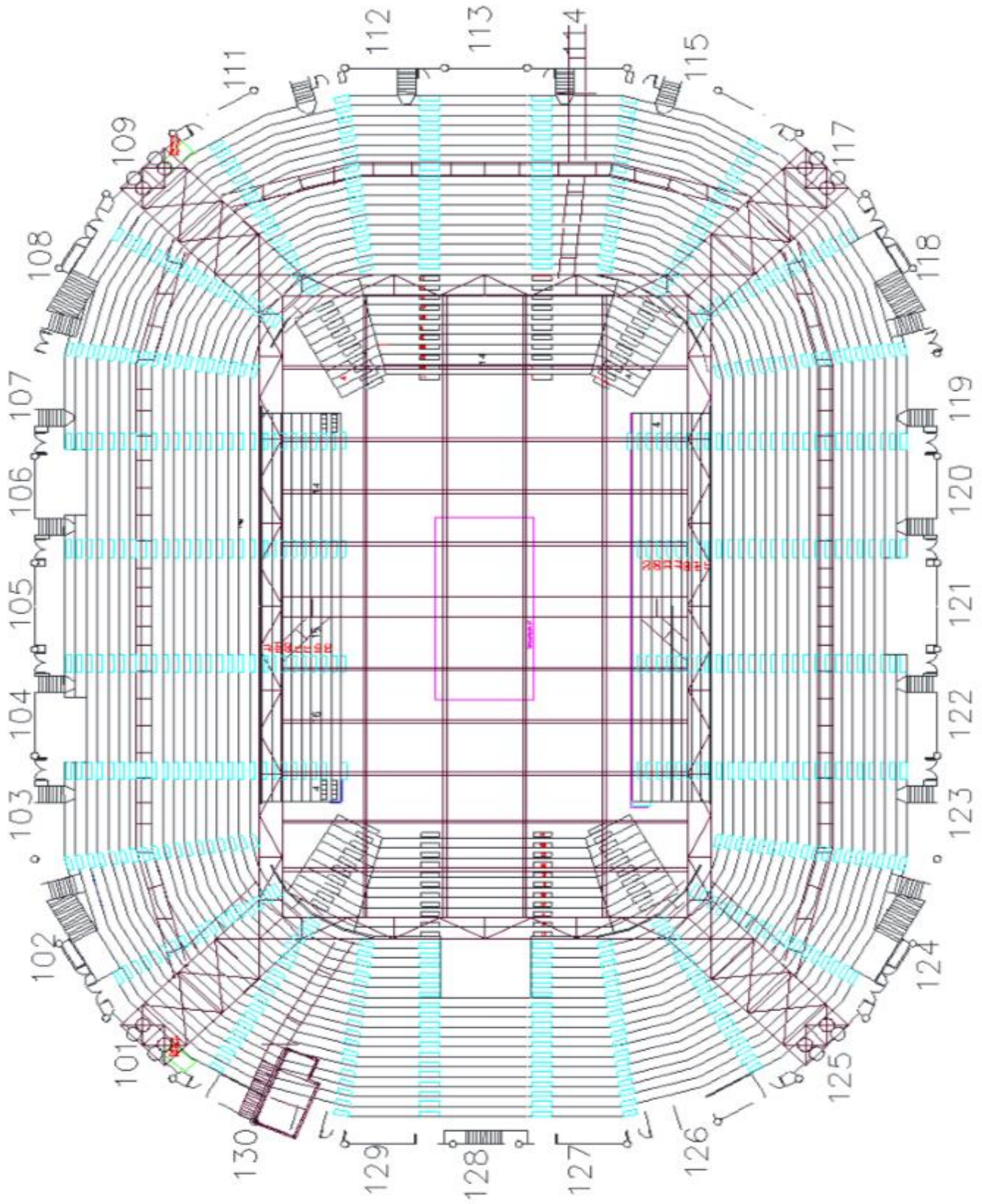
**16-f 3<sup>rd</sup> Level Meeting Rooms**

\* One movable airwall indicated in red



**16-g Overhead Rigging Map**

\* Location of center hung scoreboard indicated in pink



# 16-g Rigging Plot

\* More detailed drawings can be provided upon request

