



BUILDING POLICIES MANUAL

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Introduction

This manual is to provide a general guideline for governing and operating the Aggie Wranglers facility for maximum benefit to the “Aggie Wranglers” organization while following all rules outlined by the organization and Texas A&M University.

The facility is located at the following address:

8827 Gauge Drive (*Side B*), College Station, TX 77845

The facility is titled “The Bootstack” but in this document will be referred to as “facility” and “building.” All mail for this facility is delivered to 1236 TAMU unless specified for certain packages as prescribed by the Vice President.

Article I - Governing Principles

Section I - Statement of Purpose

This building exists to support and promote the Aggie Wrangler organization in all of its endeavors. All core values described in the Aggie Wrangler Constitution will be spread and upheld in the use of the facility. The use of this building will be further explained in Article II, summarized here as to never limit the organization's growth and success but to propel the organization to fulfill its Mission Statement on a daily basis as described in the Aggie Wrangler Constitution.

Section II - Governing Law

The use of and any individuals within the premises of this building will follow all rules and expectations outlined in the following governing documents:

- Texas A&M University Student Rules
- Aggie Wranglers Constitution
- Aggie Wranglers Safety and Operations Manual
- Lease Agreement between Aggie Wranglers and CARPOOL
- Aggie Wranglers Building Policies Manual

The failure of any member or guest to follow any of these governing documents while in the building or on the premises will result in disciplinary action as outlined in Article IV of this document.

Article II - Building Operations and Facilities Maintenance

Section I-Use of Aggie Wranglers Facility

This building will be used for the purposes of benefitting the Aggie Wranglers organization and its members. Only approved Aggie Wrangler events are permitted in the building.

An Aggie Wrangler event is defined as the following:

Any occasion, meeting, activity, social outing, happening or other planned event representing either the gathering of Aggie Wrangler team members or Aggie Wrangler team member(s) and members of the public. An Aggie Wrangler event is organized by a member of the Aggie Wranglers, approved by the Aggie Wranglers Officer Team prior to the event occurring, and serves to advance the Aggie Wrangler organization and its Mission Statement.

Aggie Wrangler events include, but are not limited to, the following events:

- Aggie Wrangler Team Meetings
- Aggie Wrangler Team Practice
- Aggie Wrangler Jitterbug Practice
- Aggie Wrangler Summer Workshops
- Aggie Wrangler BOOTS/HATS Meetings
- Aggie Wrangler Public Lessons
- Aggie Wrangler Private Lessons
- Aggie Wrangler Reunion
- Team Member Practices
- Tryout Activities
- Open Dance Floor Nights
 - Nights to extend Texas A&M values and country-western culture by opening the Aggie Wrangler dance floor as approved by the Officer Team with

appropriately applied Risk Management guidelines and protocols.

- Member Study Hours
 - Members of the Aggie Wranglers are required to maintain a minimum of a 2.0 cumulative GPR each semester. To allow team members the adequate time and space to study for classes, the building will be open at certain approved times to current team members for academic purposes including but not limited to studying and completing homework.
- Team-Building Activities
 - Any activity as prescribed by Membership Development or the Officer Team promoting the development of bonds between team members.
- Facility Rentals as organized by the Lessons Coordinator

Any events not aforementioned in this section which are approved by the Officer Team and do not violate the terms of this policy and the Lease Agreement are permitted in this building. All events will be tracked and documented by the Officer Team and overseen by the Vice President.

Normal usage time should be defined as regularly scheduled events that are critical to the survival of the organization. These times are defined explicitly as the following: Team Meeting, Team Practice, Team Jitterbug Practice, Public Lessons, Private Lessons, Officer Meeting, and Summer Workshops.

Special usage time should be defined as scheduled events that serve to allow the organization to grow and thrive. These times include but are not limited to: Member study hours, member practice, tryout couple practice/consultation, etc. Special usage time is limited to current team members only unless specified by the Officer Team.

Section II-Access to AW Facility

KEY ACCESS

The Officer Team will be the only team members with physical keys to the building. The Officer Team reserves the right to disperse individual codes to members of their choosing through a smart lock which would be monitored at all times. At no time should there be any person, member or non-member, in the building without officer knowledge.

For all normal usage time, the member wishing to enter the building requires prior explicit approval from the Officer Team. For special usage time, the member should have prior explicit approval from either the Officer Team or the Vice President. If the Vice President is unavailable, the member should contact the President for access. It is the responsibility of the officer contacted to relay this information to the entire Officer Team if need be.

The President of the Aggie Wranglers organization will have a key to the CARPOOL side of the building and the Chair of the CARPOOL organization will have a key to the Aggie Wrangler side of the building for cases of emergency. Under no circumstances will a member or guest of the Aggie Wranglers access the CARPOOL side without strict permission from the President of Aggie Wranglers, as CARPOOL is also not allowed access onto the Aggie Wrangler side without explicit permission from the Chair of CARPOOL. It is the responsibility of the President of Aggie Wranglers to confirm access to CARPOOL's side with the Chair of CARPOOL.

FACILITY DOORS

Due to the semi-isolated nature of the building and for due consideration to the safety of all occupants and property on the premises, special attention should be given to the ease of access to the facility. During normal usage time, aside from team meeting if meeting is located in the back room, both front doors of the building should remain unlocked. For special usage time, both front doors of the building should remain locked unless further specified by a member of the Officer Team. If meeting is being held in the back room, the front doors should be locked.

A lockbox with an extra key will be placed inside by the front door in case the doors need to be opened quickly for any reason. When coming to the facility during special usage time, the first member to arrive should use the side door. If it was deemed appropriate by an Officer Team member to unlock the front doors then other members may enter through the front. All occupants of the building during special usage time are required to sign in and out, as described later in this section of this document. If the lockbox key was used to open the front doors, the front doors should be locked and key returned to the lockbox before leaving the facility.

If someone should be alone in the building under any circumstance and an unknown person walks up to the door, due consideration should be taken before opening the door.

The side door is always unlocked from the inside and is the easiest exit from the building. Should an emergency situation arise requiring quick exit and the front doors are locked, the side door should be the primary exit. If it is blocked, then use the lockbox by the front door to exit through the front.

SCHEDULING USE OF THE FACILITY

All requests for use of the facility aside from normal usage time which is defined above in Section I of this article should be submitted to the Officer Team. The Officer Team will review all requests for the calendar at every Officer Team meeting and post the calendar for the following week in the meeting room. Members are responsible for adding themselves onto the posted schedule in the meeting room for any approved changes throughout the week. The Officer Team reserves the right to deny any request if it hinders other schedules or prevents the Aggie Wranglers from fulfilling its Mission Statement.

RESPONSIBILITY IN THE FACILITY

The highest ranking officer present in the building is responsible for assuring all aspects of this manual are being followed by all occupants while on the premises. That officer is responsible for all activities on the premises.

In the case that an officer cannot be present while the building is being occupied, a team member among the occupants present will be designated by the Officer Team as the "Event Manager". It is the responsibility of the Event Manager to assure that all aspects of this manual are being followed at all times while on the premises. They are also responsible for all activities on the premises. If the Event Manager must leave due to unforeseen circumstances, the Event Manager should designate one other present member to take over the Event Manager role. The Event Manager will immediately contact the Vice President about any unusual occurrences while occupying the building.

SPECIAL USAGE TIME

Aside from normal usage time, it will be required that all occupants sign IN and sign OUT whenever using the building for special usage time as described above in Section I of this article. It is the responsibility of the officer or designated Event Manager to make sure everyone was signed in. A table will be set up by the side access door with a clock and a sign-in sheet. This is required to track the use of the building with a clear line of responsibility. It is the responsibility of the Vice President to record these sheets monthly for their records.

Section III-Maintenance

SCHEDULED MAINTENANCE PLAN

The team will follow the scheduled maintenance plan drafted and approved by the Officer Team every semester generally following the attached template at the end of this Building Policies Manual. Failure to follow this maintenance plan by any

member will result in disciplinary action. Basic maintenance procedures to be included in said maintenance plan include but may not be limited to:

- Dance Floor cleaning
- Meeting Room cleaning
- Bathroom cleaning
- Storage cleaning
- Supplies restocking
- Trash Pickup

The Officer Team reserves the right to determine any procedures necessary to include in the maintenance plan to maintain and keep the cleanliness, professionalism and productivity of the facility. The maintenance plan will be discussed and given to the team at the beginning of each semester, at Summer Retreat and Winter Retreat. During the summer the responsibilities of upkeep and maintenance should fall onto the returning team until Summer Retreat; upon then the entire team (returning team and new members) should share the responsibility of facilities maintenance.

Aside from the scheduled maintenance plan, it is expected that any occupants using the facility on Special Usage time be responsible for the cleanliness of the building. Should any occupants make any mess while using the facility it is expected and required that the occupant clean the mess. Failure to do so may result in disciplinary action.

The scheduled maintenance plan will be given and easily accessible to the team for reference to avoid confusion about who is responsible for what. Proper accessibility examples include:

- Addition to Team Google Doc
- Posted in Aggie Wrangler Meeting Room

The maintenance plan should be fair to all Aggie Wrangler members, with responsibilities equally distributed between each individual and partnership as coordinated by the Vice President.

Any facility maintenance not mentioned above such as replacing lights, filters, etc. is the responsibility of the Vice President to remedy or designate a respective member to remedy in a timely manner.

Article III - Behavior Expectations

Section I - Basic conduct

Any behavior in the building should follow all governing documents as listed in Article I, Section II of this document. Failure to follow these principles will result in disciplinary action as stated in Article IV of this document.

The building stands as a place for the team to grow not only in organizational endeavors but to grow bonds between team members and develop interpersonal skills. However, this growth should develop in a thoughtful and responsible manner. The facility is an extension of the Aggie Wrangler brand, arguably more important than the logo itself. It should be understood that all actions and behaviors on the premises along with the emotions elicited from the environment of the building itself will either develop or damage the Aggie Wrangler brand and image.

With attention to the documents listed in Article I, Section II of this document, no alcohol, drugs, tobacco or other illicit drugs will be possessed or consumed on the premises of the facility. No physical intimacy will be permitted between anyone on the building's premises. All overnight stays are for formal retreat events only and require prior notice to the CARPOOL Chair from the Aggie Wrangler Vice President.

LOFT EXPECTATIONS

The loft serves as the audio and video control center of the building. Due to safety concerns, the loft is restricted to team members and members of the public who have received explicit approval from the Officer Team. Caution should be taken at all times while occupying the loft, due to low ceilings, insulation, and its elevation. There may be no more than one person occupying the loft ladder at any time. All users of the loft are required to review the Loft Ladder Operations Manual found attached to the end of this document prior to accessing the loft.

Section II - Team conduct when public present

GENERAL GUIDELINES

It is expected for the team to show their utmost professional behavior in the presence of any non-members. General guidelines for team actions while non-members are present, unless otherwise stated by the Officer Team, are defined as but not limited to:

- No eating in spaces occupied by non-members

- No crossing arms, slouching, leaning against walls, door ways, furniture, etc
- Usage of teaching cabinets is limited to team members' water bottles / drinks, the teaching couple's phones, and the class syllabus
- Team members will leave all belongings in the meeting room
- No accessing the meeting room during lessons
- No phone usage (unless otherwise stated)
- Jitterbug is limited to moves being taught or performed as approved by the Officer Team
- No girl-girl or guy-guy jitterbug
- No profanity and/or other unprofessional language or hand signs
- No distracting actions

Section III - Behavioral expectations of Public Guests

The public is expected to act in accordance with the governing facility documents as outlined in Article I Section II while on the premises of the building. While in the building, members of the public will be required to remain in the main dance hall area and the bathrooms. The public is restricted from entering CARPOOL's side, the meeting room, officer storage, or the loft.

Actions of the public that do not follow the rules in the governing law documents may result in the member(s) of the public being removed from the premises as defined in Article V, Section II. Responsibility of removing any persons from the premises falls to the Officer Team or designated Event Manager in the case that there are no officers present. If actions result in members of the public being removed from the facility, the Vice President will be notified of the situation immediately.

Article IV - Damage to Facility

Aside from general maintenance responsibilities, the repairs for damage(s) incurred by an individual will be the responsibility of the individual who caused the damage(s). The Officer Team is responsible for determining what actions should be taken to repair any damage to the facility, including: who is liable for damages, who pays to cover the damages, the cost required to cover the repairs, and how the damages will be repaired. All damages to the building should be repaired in a timely manner to maintain the productivity and professionalism of the facility. Possible damages to the facility include but are not limited to:

- Holes made in walls/doors

- Dropping speakers
- Spilling liquids on any equipment
- Breaking mirrors/windows/lights
- Damage to floor
- Marks/stains on walls/floors

Article V - Disciplinary Procedures

Section I - Individual: team member

Failure to follow any procedures or behaviors outlined in this document may result in disciplinary procedures as stated in the Aggie Wrangler Constitution, Article XI, Section I. Strike Requests may be filed by team members for violations of this manual and any of the governing documents aforementioned in this document.

The reasons for a potential Strike Request are as described in the Aggie Wrangler Constitution, but examples of additional building specific actions should generally be considered under the following levels:

Repeated Minor Infractions: not following basic building procedures, occupying building without officer consent, not following basic cleaning procedures, etc.

Major Infractions: inappropriate use of the building, consumption of illicit substances on property, violations of behavior expectations, etc.

All actions in the building and on the premises are subject to the disciplinary procedures written in the Constitution.

Section II - Individual: non-team member

GENERAL PUBLIC

Any individual on the premises of the facility is subject to the regulations described in the governing documents listed in Article I, Section II of this document. Failure for any individual to abide by these regulations may result in being removed from the premises and/or loss of future facility access privileges as prescribed by the Officer Team. As stated in Article III, Section III of this document, it is the

responsibility of the Officer Team or Event Manager to remove the individual from the premises. The procedure for asking an individual to exit the premises is as follows:

- Inform officer/Event Manager of situation, including:
 - Individual(s) involved “John Doe and Jane Doe”
 - Regulations being broken “Drinking alcohol during lesson”
- Officer may ask individual to change their actions
 - If the individual proceeds as before, or the action is egregious, skip to the next step
- Officer will ask the individual to leave the premises with no refund (if applicable)
- Officer will contact law enforcement if necessary
 - If the individual continues to refuse and the situation shows signs of escalating, other team members have the ability to call law enforcement if the officer in contact with the individual is occupied. Calling law enforcement should be the last resort.

ALUMNI

Any alumnus found not following the regulations stated in Article I, Section II of this document are subjected to the following:

- Being asked to leave the premises
- Not being invited to future events at the facility
- Being listed as an Alumni in Bad Standing

Section III - Renter under rental agreement

Should any organization or individual other than team members break any equipment or damage the facility, it is possible that the organization or individual be fined for the damage. Upon agreeing to rent the space to other organizations, the organization will sign and submit an Aggie Wrangler Building Rental Agreement, found at the end of this Building Policies Manual. This form outlines the agreement between the organization and the Aggie Wranglers regarding payment for space rental, date and time of access to facility, and fines for damage to the facility. It is necessary to agree upon this form with the renting organization and the Aggie Wranglers before any event. All individuals attending the event in the rental space will be required to sign and submit a separate form acknowledging behavior expectations for the space. This form is called the Aggie Wrangler Building Access Agreement and is found at the end of this Building Policies Manual.

Any violations of the Aggie Wrangler Building Rental Agreement or the Building Access Agreement form may result in the following:

- An individual, group of individuals, or the entire renting party being asked to vacate the premises immediately without a refund
- Not being permitted to rent space in the future
- Being fined a predetermined amount based on the rule violation

Article VI - Emergency Procedures

Section I - Weather Emergencies

In case of inclement weather, all building occupants should follow the orders given by the Officer Team.

TORNADO

In case of tornado, the loft should be evacuated immediately. The designated tornado zone is the hallway of bathrooms between the Aggie Wrangler side and CARPOOL's side of the building. If all building occupants will not fit in the hallway, the remaining occupants should be gathered by the cabinets in the corner on the main dance floor. All occupants should stay as far away from windows as possible and stay as low as possible. Everyone should stay in their position until an officer says it is safe to get up and move.

FIRE

A fire extinguisher will be located in the meeting room of the building for emergency situations only. In case of fire, all occupants should immediately evacuate the building and meet in the cul-de-sac at the immediate front of the building. It is required to have a common meeting place for officers to be sure all occupants are accounted for. The Fire Department should be contacted immediately.

SHOOTER/ASSAULT

In the case of an active shooter/progressing aggressive situation or otherwise potential hostile situation, all members will be lead by an officer into the officer/storage room and stay in place until an officer deems it safe to leave. If other members of the public are present/all occupants cannot fit into the officer/storage room then everyone will be brought into the meeting room with the door locked. All occupants should stay against the wall of the windows to stay out of sight of the windows. An officer or designated member will call 9-1-1 immediately should a possible hostile situation arise.

Section II - Emergency Response Guidelines

Reference Article II Sections I and II of the Safety and Operations Manual for policies and procedures regarding an emergency response guideline and several contingency plans.

Article VII - Special Provisions

- The Officer Team reserves the right to change the use and accessibility of the facility at any time.
- No Cheetos fingers on the walls. No drawing on the walls of any sort except those approved by the Officer Team. Any unapproved markings made on any surface of the building is subject to being painted over by the individual making the mark.
- Aside from previously approved events, no member is allowed in the building for longer than 25 minutes without an officer present.
- No member should touch the fan controls/thermostat(s) without officer approval.
- Only team members are permitted access to the loft unless otherwise approved by the Officer Team.
- Only 1 person should use the ladder to the loft at a time.
- No member should use the sound board, projector, or any other A/V equipment without officer consent.
- All individual guests must fill out a Liability Waiver and a Building Access Agreement form.
- All organizations renting the space must fill out a Building Rental Agreement form.
- No member should give any other person their personal code to the side door.
- The Vice President will meet each month with the Facilities Director of CARPOOL for updates regarding the SLAC facility.
- Only dispose of toilet paper in the toilets (no paper towels, no tissues, no feminine hygiene products of any kind, etc.).
- No standing/sitting/stepping on the windowsills.
- Any personal food should not be left in the Mini Fridge for more than 24 hours.
 - Any food left is subject to being eaten/thrown out by the Officer Team.
 - Failure to keep mini fridge clean may result in it being locked by the President or Vice President.
- Do not leave doors open for extended periods of time.
- Do not leave doors open and unattended for any period of time.
- Thermostat is not to be set below 65 degrees or above 85 degrees.

Article VIII - Building Policies Manual Review & Amendment Procedure

Section I - Amendments

This manual may be amended by a two-thirds vote of the organizational membership. Proposed amendments may only be submitted by the Officer Team.

Section II - Statement of Periodic Review

This document must be reviewed every year along with semesterly revision of the Scheduled Maintenance Plan as discussed in Article II, Section III of this document. This revision should be among the outgoing Officer Team and the incoming Officer Team during the annual HATS meetings.

Section III - Elastic Clause

For issues that arise which are not addressed in this document, an appropriate course of action will be determined by the Officer Team.

Scheduled Maintenance Plan Template

General Guidelines and Duties may be changed as the Officer Team deems necessary. This template exists to model possible duties required for proper maintenance and proper diligence in determining who cleans what and when.

Spring 2019 Maintenance Plan

General Guidelines:

The following guidelines are expected of each member of the team throughout the year:

- The individual who makes a mess in the microwave will clean it up immediately with paper towels and sanitation supplies if necessary.
- The individual who spills any liquid will clean it up immediately with paper towels and sanitation supplies if necessary.
- The individual who makes a mess in the refrigerator(s) will clean it up immediately with paper towels and sanitation supplies if necessary.
- All trash should be disposed of properly immediately after use, no sitting trash.
- All members should wipe shoes upon entering the facility.

Scheduled Maintenance Plan

Term: Spring 2019

Duties:

- Bring all trash to Dumpster
- Replace bags in all trash cans
- Wipe mirrors (dance floor and restrooms) with spray and rag
- Wipe down water fountain with Clorox wipes
- Sweep and mop dance floor/restrooms
- Sweep meeting room
- Turn off all lights
- Set thermostat to COOL 80 degrees
- Check for items not in their respective place
- Properly put away all cleaning supplies
- LOCK ALL EXTERIOR DOORS

Schedule: (Weeks 1-15 per semester)

All designated members below are responsible for completing the above duties after EVERY meeting and practice for their respective week of the semester. Maintenance responsibilities after lessons will be designated by the Lessons Coordinator when assigning couples to teach/assist lessons. Maintenance responsibilities after Special Usage Time will be designated by the officer scheduling the event at the time of scheduling. It is important to spread the workload evenly amongst the team for ALL maintenance responsibilities no matter the event. The Vice President reserves the right to amend the schedule if deemed necessary.

- Week 1: Team Member 1 and Team Member 2
- Week 2: Team Member 3 and Team Member 4 and Team Member 5
-
- Week 14: Team Member 1 and Team Member 2
- Week 15: Team Member 3 and Team Member 4 and Team Member 5

Aggie Wrangler Building Rental Agreement

This contract for the rental of the Aggie Wrangler Building is made this day, _____, by and between the Aggie Wranglers, hereafter referred to as the Owner, and _____, hereafter referred to as the Renter.

Whereas, the Renter desires to temporarily rent, occupy, and make use of the Owner's venue, located at 8827 Gauge Dr, College Station, TX 77845, and known as ???

Now, therefore, the parties agree to the following terms and conditions:

1. The Renter shall pay to the Owner the sum of \$_____ no later than _____. Of this amount, \$_____ is a non-refundable deposit that will be applied to rental charges upon final settlement of accounts. The remainder, \$_____, is a security deposit which will be returned to the Renter upon settlement, minus any charges for actual damages done to the venue by Renter or his/her associates.
2. The Renter shall have access to and use of the venue from _____ o'clock on _____ to _____ o'clock on _____, for the purpose of hosting the Renter's _____ event.
3. The full rental fee for the use of the venue described above in (2) above shall be \$_____. The balance of the rental fee due, less the non-refundable deposit described in (1) above, shall be payable to the Owner upon the expiration of the rental period described in (2) above.
4. Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it.
5. Upon Renter's completion of his/her obligations under (4) above, the Owner shall return to Renter the security deposit minus any amounts deemed necessary to repair damages inflicted upon the venue by Renter and/or Renter's associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter's knowledge or consent.
6. In the event that Renter fails to pay the balance due within the time period agreed upon in this contract, interest shall accrue upon the unpaid balance at the rate of ___% per year (?? month?) until it is paid. Renter shall also be liable to owner for any legal fees, court costs, and other expenses associated with collection.

7. An Aggie Wrangler representative will be present throughout the course of the event.

Printed Name: _____ Printed Name: _____
(Aggie Wrangler Representative) (Renting Entity Representative)

Position: _____ Position: _____
(Aggie Wrangler Representative) (Renting Entity Representative)

Signature: _____ Signature: _____
(Aggie Wrangler Representative) (Renting Entity Representative)

Date: _____ Date: _____
(Aggie Wrangler Representative) (Renting Entity Representative)

- Template: <https://eforms.com/rental/commercial/facility-event-space-rental-agreement-template/>

Aggie Wrangler Building Access Agreement

I, _____ ,
(printed name)

agree to abide by all rules and regulations of the Aggie Wrangler Facility while on its premises. The Aggie Wranglers is a sponsored level organization at Texas A&M University subject to Texas state laws, Texas A&M University Student Rules, and the Aggie Wrangler Constitution. All actions in the building are subject to these regulations. All actions in the building pose a Physical, Reputational, Emotional, Financial and Facilities risk to both the Aggie Wrangler organization and Texas A&M University. Under no circumstances will any actions be tolerated on the premises that deter the Aggie Wranglers from its Mission Statement.

I understand the following actions are prohibited while on the premises:

- Consumption/possession of alcohol, tobacco or other illicit drugs
- Consumption of food without permission from an Aggie Wrangler team member
- Girl-girl or guy-guy jitterbug
- Occupying the building without an Aggie Wrangler team member present
- Adjusting the thermostat(s) or fan control
- Practicing jitterbug moves not being taught/discussed
- Defacing or damaging the facility or its contents in any way
- Placing sticky objects on the floor
- Scraping the floor/exposing the floor to sharp edges of any kind
- Video taping instructors while teaching intellectual property of the Aggie Wranglers
- Having a gun on your person while dancing or participating in a lesson
- Accessing the meeting room, loft space, or CARPOOL space without explicit approval from the Aggie Wrangler Officer Team
- Placing/leaving personal belongings on the teaching counter at the front of the room
- Being on the premises under the age of 18 without a parent/legal guardian present

All items in the facility, aside from personal items brought on my person, are the property of the Aggie Wranglers. I understand that I will be held personally responsible, financially or otherwise, for any damage caused to the Aggie Wrangler building or property by my person.

I understand any prohibited actions and/or the failure to abide by the rules and regulations outlined in this Aggie Wrangler Building Access Agreement may subject me to the following:

- Being asked to adjust behavior to meet expectations
- Being asked to vacate the premises immediately (without refund when applicable)
- Law enforcement being contacted
- Not being permitted into the space in the future
- Being fined in accordance with the rule violation/damage incurred/repairs required

Additionally, I grant permission and consent to Aggie Wranglers for the use of any photographs taken while on the Aggie Wrangler Building premises for presentation under any legal condition, including but not limited to: publicity, copyright purposes, illustration, advertising, and web content. I understand that there shall be no payment for this release, and that no royalty, fee, or other compensation shall become payable to me by reason of such use. I understand that with my authorization below the photograph(s) may never be revoked.

By signing this behavior agreement, I understand and agree to the aforementioned terms and conditions and agree to be held accountable for everything listed on the Building Access Agreement and all rules and regulations given to me by a member of the Aggie Wrangler organization.

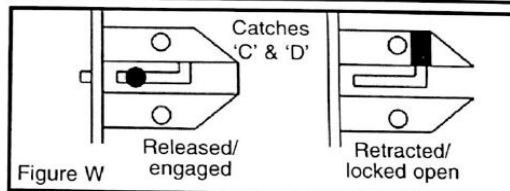
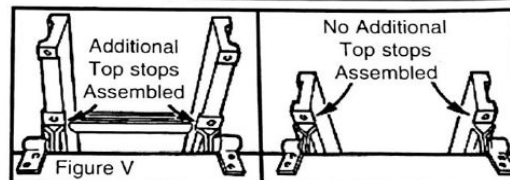
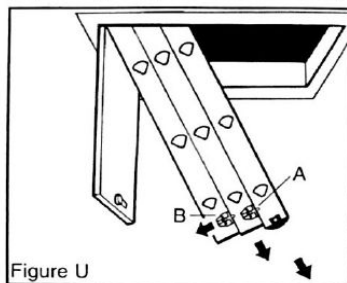
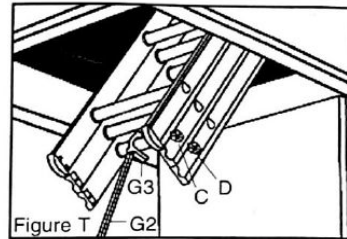
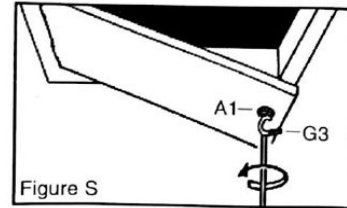
Signature: _____

Date: _____

Scan of the Loft Ladder Operations Manual

Operating the Ladder

1. Locate the plastic stowing hook (G3) into one end of the assist pole (G2) and push firmly to ensure the plastic stowing hook (G3) is fully located within the pole. Secure hook (G3) with self-tapping screw. Push the plastic end plug into the opposite end of the assist pole (G2).
2. To open the door, locate the hook (G3) into the slot in the latch (A1) and turn the catch counterclockwise until it reaches the travel stop and then lower the door (See Figure S).
3. Put the stowing hook (G3) over and at the center of the **REAR** ladder section bottom rung and steadily pull the ladder outward and downward until both top stops reach and make contact with the hinge guides (See Figure T).
4. Retract both right-hand side catches 'C' & 'D' (blue) and rotate both catch levers upwards into the locked open position (See Figures T and W).
5. To extend the ladder, retract left-hand catch 'A' (black) while supporting the front frame of the ladder. Lower the frame slowly until catch 'A' (black) engages again (Figure U).
6. Then retract catch 'B' (black) and lower the middle frame until catch 'B' (black) is engaged in your required position. Extend the ladder until the feet rest firmly on the floor (Figure U).
7. When the ladder has been fully opened, rotate both right-hand side catch levers downward to unlock and release both catches 'C' and 'D' (blue) and ensure both catches are fully engaged. **DO NOT** use ladder with any catches ('A', 'B', 'C' or 'D') disengaged. Read the safety labels on the product.
8. Ensure the ladder is pulled down so that the top stops (or additional top stops if installed) rest firmly on the hinge guides. This supports the top section and prevents it from sliding down when climbed.
9. Check the ladder angle against the safety label or refer back to opened requirements on page 2.



Stowing the Ladder

10. Retract both right-hand side catches 'C' & 'D' (blue) and rotate both catch levers upwards into the locked open position (Figure W).
11. To stow the ladder, retract catch 'A' (black), slide the front frame fully upwards until catch engages again.
12. Repeat step 11 for catch 'B' (black) and the middle ladder frame
13. Reverse step 10 and ensure both right-hand side catches 'C' and 'D' (blue) are fully engaged.
14. Engage the plastic stowing hook (E3) over and at the center of the **REAR** ladder section bottom rung. While maintaining the assist pole in the vertical position, push the ladder vertically upwards.
15. Continue to slowly push the ladder up and fully into the attic hole.
16. Use the assist pole to raise the door and turn the latch clockwise to close.

10

! WARNING:
DO NOT attempt to climb your attic ladder until you have checked that it is pulled down to the stops. Fully read all safety labels and ensure that it is set at the correct angle. Ensure that the locking catches are fully engaged.

Aggie Wrangler Facility Rental Rates

- With a private lesson

- Texas A&M Student Organization

Rate	Time	Options
\$20/hour	1 hour	By the hour
\$100/half day	6 hours	6AM-Noon, Noon-6PM, 6PM-Midnight
\$240/full day	18 hours	6AM-Midnight

- Non-Student Organization

Rate	Time	Options
\$30/hour	1 hour	By the hour
\$150/half day	6 hours	6AM-Noon, Noon-6PM, 6PM-Midnight
\$360/full day	18 hours	6AM-Midnight

- Without a private lesson

- Texas A&M Student Organization

Rate	Time	Options
\$40/hour	1 hour	By the hour
\$200/half day	6 hours	6AM-Noon, Noon-6PM, 6PM-Midnight
\$480/full day	18 hours	6AM-Midnight

- Non-Student Organization

Rate	Time	Options
\$60/hour	1 hour	By the hour
\$300/half day	6 hours	6AM-Noon, Noon-6PM, 6PM-Midnight
\$720/full day	18 hours	6AM-Midnight

- Additional Fees

Packages	Flat Fee	Details
Audio/Video	\$150	
Photo Props	\$20	

Building Policies Manual Acknowledgement

I, _____ have read and accepted the terms of the Building

(printed name)

Policies Manual for the Aggie Wranglers organization. I promise to adhere to all rules and policies outlined in the manual and am fully aware of the disciplinary procedures to follow if any part of the manual is broken.

I have been made aware of the Scheduled Maintenance Plan and will adhere to its guidelines.

I understand these documents are online and in the team binder in the Meeting Room and I can access them at any time.

Signature: _____

Date: _____

This acknowledgement must be signed every year to maintain membership.