



OFFICE OF THE PRESIDENT
AUSTIN HALL RESERVATION FORM

Policy and Guidelines for Operations

POLICY AND GUIDELINES EFFECTIVE AUGUST 1, 2015

**AUSTIN HALL IS ONLY AVAILABLE TO UNIVERSITY DEPARTMENTS, FACULTY AND STAFF
GROUPS SPONSORED BY THE UNIVERSITY.**

Sam Houston State University recognizes the historical value of Austin Hall and, in this regard, the policy outlined below has its purpose, the preservation of the building as a Texas landmark.

1. Use of Austin Hall will be limited to University departments and faculty / staff groups sponsored directly by the University upon the approval from the Office of the President.
 - a. Student organizations will no longer be granted use of the facilities.
 - b. The building will no longer be available for weddings, rehearsal dinners or personal use.
2. All reservations for use of the facility will be made through the Office of the President – University Events
3. The Office of the President will have priority use of the building. Beyond that, requests will be honored on a first-come, first-serve basis.
4. Use of Austin Hall must adhere to the following guidelines:
 - a. The limits or number of individuals stated in the building capacity outline will be strictly enforced.
 - b. The event will be a conventional daytime university reception, a formal evening reception, or formal sit-down dinner.
 - c. **KEY MUST BE SIGNED OUT AND RETURNED BY FACULTY / STAFF MEMBER. KEYS WILL NOT BE CHECKED OUT TO STUDENT WORKERS.**
5. Austin Hall is designated as a “NO SMOKING” facility.
6. No furniture, rugs, or furnishings will be moved when the building is used. Tape, adhesive tacks, or pins will not be placed on the interior or exterior walls of the building.
7. Functions will be serviced by the University’s contracted food service (Aramark), fresh flowers, professional photography and live music.
8. Alcoholic beverages may be served in conjunction with events held in Austin Hall subject to prior approval. Alcoholic beverages must be serviced by the University’s contracted food service (Aramark). A completed Alcohol Beverage Approval Request Form must be on file with the Office of the President within thirty (30) days of the scheduled event.
9. The University contracted food service will refuse to serve alcohol to any guest who becomes inebriated. The responsible party renting Austin Hall will be responsible for the guest and for arranging safe transportation.
10. Sam Houston State University is not responsible for personal items or equipment that you or your guests bring into Austin Hall. Any items left at Austin Hall for more than 48 hours will become the property of SHSU.
11. The use of glitter, confetti, rice, bird seed, or rose petals is strictly prohibited. No shoe polish or shaving cream is allowed. If the building and/or grounds are left littered by the requestor or their guests, requestor will be billed for clean-up and/or damages.
12. Austin Hall staff will bring to the attention of the responsible party any damage to State Property. Damage incurred will be billed to the responsible party.



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13. If any group is thought to have misused the facility or to have failed to adhere to this policy in all respects, the group will meet with the President, and if found to have violated the privilege of using Austin Hall, the group will be barred by the Office of the President from using the facility for at a minimum, two years from the date of the infraction up to an indefinite period of time. Violations of state/federal law will be referred to University Police.

14. Set-up and take-down of tables and chairs in Austin Hall will be coordinated through the Office of the President. In the event that tables and chairs are not available or suitable for the event, the responsible party will have to provide their own chairs and tables. These can be rented through an outside rental company. No university owned furniture will be set up, nor is any furniture to be moved outside of the building. Set-ups for the building must be confirmed at least ten (10) days prior to your event. If no contact between the requestor and Special Events Coordinator, no set-up arrangements will be made.

15. Security requirements will be determined by University Police Department and will be guided by the total number of "Estimated Attendance" and the Sam Houston State University Risk Management Guidelines

16. Austin Hall Capacities are as follows and are strictly enforced:

1st Floor East and West Dining Rooms and 2nd Floor Small Conference Room	
<i>AS IS Set-up – cannot be changed. Dining table and chairs</i>	<i>Maximum: 10</i>
Downstairs Main Room	
<i>Seated function w/Rounds (max 6 rounds; max 10 chairs p/round)</i>	<i>60</i>
<i>Theater Style (chairs only)</i>	<i>100</i>
<i>Reception Style (Standing and Cocktail Tables)</i>	<i>150</i>
Upstairs Meeting Room*	
<i>U-Shape Conference (as-is setup)</i>	<i>35</i>
*NO LONGER AVAILABLE TO BE CHANGED	



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Alcohol Beverage Policy

The following policy shall apply for the establishment, organization, and implementation of alcoholic beverage service in Austin Hall. University policy states: "System universities shall not sell, serve, or permit the sale or service of alcohol on campus, except in "special use" buildings or facilities designated by the President." Austin Hall is such a "special use" building and has been so designated by the President.

1. Organizations and individuals desiring to have alcohol served or consumed in conjunction with an event scheduled in Austin Hall must have the university President's signature approval. A "Request for Alcohol Beverage Service" form should be initiated at least fifteen (15) business days prior to the event and must be completed and returned to the President's office events coordinator ten (10) days prior to the event.
2. Alcohol must be served by a licensed caterer, who must present a copy of the "License to Serve Alcohol Outside of the Restaurant" to the Facility Manager for permanent files. The University catering service, Aramark, has this license and per contract with Sam Houston State University, has right of first refusal for all functions.
3. The SHSU alcoholic beverage license holder may dispense the full range of alcoholic beverages for approved special events.
4. The consumption of alcoholic beverages will be limited to the inside area of Austin Hall and grounds.
5. Alcoholic beverages are not permitted in any public area of Sam Houston State University.

Alcoholic beverage sales and/or services in Austin Hall are divided into two categories. The categories are established as catered event or Austin Hall sanctioned events:

1. *Catered events*
 - a. Catered events will include only closed, private, controlled access events.
 - b. The sponsoring organization is responsible for controlling access to the event facility and individual access to alcoholic beverages to assure compliance with state law.
2. *Austin Hall sanction events*
 - a. Austin Hall sanction events are those functions which are permitted in Austin Hall and are open to the public and/or for which there is a door charge, but where specific invitations have not been issued.
 - b. The responsible party for university-sanctioned events is the university entity reserving the facility and completing the "Request for Alcohol Beverage Service" form.

Violations

Suspected violations of University or Austin Hall policy, but not state law, who have misused the facility or to have failed to adhere to this policy in all respects, the group will meet with the Dean of Students Office (in the case of currently registered student organizations) or the President, and if found to have violated this privilege, the group will be barred by the Office of the President from using the facility for two years from the date of the infraction or indefinitely. The Dean of Students will review the violations (in the case of currently registered student organizations) and may refer the violation to the proper authority for adjudication. Violations of state law will be referred to the University Police.

Security

One or more uniformed University Police officers are required to be on duty during an event that is serving alcohol beverages. Expense for this service will be assessed to the sponsoring organization.

If payment for security is to be paid from non-university funds, agreed amount must be paid in cash to SHSU Department of Public Safety 48 hours prior to the event.

If payment for security is to be paid from university funds, agreed amount must be paid on an interdepartmental order directly to SHSU Department of Public Safety 48 hours prior to the event.



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Alcohol Beverage Service Request Form

Organization/Department Name

Event Name

Event Date

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Event Location

Event Start Time/End Time

Contact Person

Contact Phone

Contact E-Mail

FOP Used for Purchase

Only gift funds may be used to purchase alcohol.

Type of Service Requested

- Beer
- Wine
- Mixed Drinks
- Full Service Bar

Required Signatures

Person Making Request

Date

Department Head

Date

Dean

Date

Division Vice President

Date

SHSU President

Date

Faxed to UPD/Aramark by President's Office:

Date



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Requestor Contact Information

University Department / Organization:			
Contact Person:		Contact Phone:	
Contact Email:			

Event Details

Floor Requested:	Lower	Upper	Estimated Attendance:	
Event Date:			Day of Week (select):	Su M T W Th F S
Event Start Time:			End Time:	
Set Up Time:			Time Out of Austin Hall:	
Event Title:				
Event Description:				
Room Layout / Set-up Requests:				

Please check YES or NO for each item below. *Denotes action is required by Requestor.

Aramark Catering:	Yes*	No	Decorations:	Yes*	No
**Alcohol Service:	Yes*	No	DJ (must provide ALL equipment):	Yes*	No
Requesting UPD:	Yes*	No			

****All reservation forms for events including alcohol service will be submitted to UPD for review. UPD reserves the right to have an officer present at any campus event. You may incur charges if security is provided.**

<p align="center">Equipment (check all equipment needed):</p> <p><i>Fees may apply. Laptops are not provided by the Office of the President.</i></p> <p>Data Projector/Projector Screen Podium w/Mic Registration Table w/Chairs Other Equipment (list): _____</p>	<p align="center">Desired Room Setup</p> <p align="center">Event Type:</p> <p align="center">Reception Seated Meal Conference Chairs Only</p> <p>Set up needs for tables and chairs should be finalized two weeks prior to your event. Linens/decor are not provided; requestor must work with Aramark and/or vendors.</p>
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<p align="center">FOR UNIVERSITY POLICE DEPARTMENT USE ONLY:</p> <p>_____ UPD Services Required _____ UPD Services Waived</p> <p>Approved by: _____ Date: _____</p>	<p align="center">ARAMARK USE ONLY:</p> <p>_____ Alcohol Approval Received</p> <p>_____ Catering Order Received</p>	<p align="center">INFORMATION SERVICES USE ONLY:</p> <p>_____ Work Order Received</p> <p>_____ Work Order Number</p>
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All groups using Office of the President facilities are responsible for reviewing the guidelines accompanying this form.

SUBMIT COMPLETED FORM TO:

University Events
Office of the President
Bobby K. Marks Administration Building, Suite 303
events@shsu.edu
Phone: 936.294.4758 Fax: 936.294.1465

OFFICE OF THE PRESIDENT USE ONLY:

Date Received: _____

Approved by: _____

Date: _____