

Sam Houston State University
A Member of the Texas State University System

OLD MAIN GROUNDS

RESERVATION FORM

Principle Party: _____ Contact No.: _____

- SHSU Alumni Association Member (Century Club and above only)
- Faculty/ Staff (Current or Retired)
- Student Organization: _____
- Outside Organization: _____

Address: _____ Contact Email: _____

Type of Function: _____ Approx. No. Guests: _____

Date of Event: _____ Time of Event: _____ to _____
Begin End

Check all that apply:

- Food will be served
- Food will be provided by the group
- Catered
- Music: If so, provided by: _____

Type of food: _____

Brief Description of Event: _____

Special Arrangements (trashcans, electricity, etc.): _____

The principle party is responsible for making all arrangements for tables and chairs.

We are familiar with student policies and other related university policies concerning facilities use. We assume total responsibility for the use of the facility and for any additional cost of operations or exceptions to information stated above. Misrepresentation of information given above may result in disciplinary action.

PLEASE PRINT OR TYPE:

Responsible Party: _____

Email: _____

Address: _____

Phone No.: _____

Signature: _____

Approved by: _____ Date: _____
Dean of Students

Office Use Only:

Approved by: _____ Date: _____
Old Main Grounds Coord.

Approved by: _____ Date: _____
Grounds Department

Approved by: _____ Date: _____
University Police

****Responsible Party cannot be a student.****

Return to: SHSU, President's Office - Events
Box 2026, Huntsville, TX 77341-2026
Office: (936)294.4758
Fax: (936)294.1465