

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

**PEABODY LIBRARY**

RESERVATION FORM

Principle Party: \_\_\_\_\_

Contact No. (HM): \_\_\_\_\_

- Dean
- Vice President

Address: \_\_\_\_\_

Contact No. (WK): \_\_\_\_\_

Type of Function: \_\_\_\_\_

Approx. No. Guests: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ to \_\_\_\_\_  
Begin. End

University Acct. No. to be Charged: \_\_\_\_\_  
Account No.

\$ \_\_\_\_\_  
Amount Date

Check all that apply:

- Food will be served
- Alcohol will be served
- Food will be provided by the group
- Catered
- Off-Campus Guests Attending
- Decorating: \_\_\_\_\_

Type of Food: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Special Arrangements (tables, chairs, trashcans): \_\_\_\_\_

PLEASE PRINT OR TYPE:

Return to: SHSU, C/O Rhonda Curry  
Box 2026, Huntsville, TX 77341-2026  
Office: (936)294.4758  
Fax: (936)294.1465

Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

Office Use Only

Phone No.: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Peabody Library Coord.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

President's Office Policy PRE-16

**PEABODY LIBRARY**

**POLICY FOR OPERATIONS**

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

- (1) Use of Peabody Library will be limited to Deans and Vice Presidents.
- (2) All reservations for use of the facility will be made through the Office of the President, Rhonda Curry, (936) 294.4758.
- (3) To guarantee your reservation, the Reservation Form must be signed and returned with a non-refundable deposit of one-half the rental fee within 48 hours.
- (4) The signed contract, remaining balance, and refundable \$200 cleanup fee are due payable thirty (30) days prior to the date of the function. Make Check Payable to: Sam Houston State University. If the outstanding balance is not paid in full within thirty (30) days of the event, the scheduled event will be terminated. Prices are subject to change pending receipt of a signed contract.
- (5) 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.
- (6) Peabody Library may be used for formal receptions and special occasions limited to no more than 80 seated persons or 125 standing persons, strictly enforced.
  - a. The event will be either a conventional daytime university reception or formal evening reception
- (7) Peabody Library is a designated "NO SMOKING" facility.
- (8) No furniture, rugs, or furnishings will be moved when the building is used by a group. Tape, adhesive tacks, or pins will not be placed on the interior or exterior walls of the building.
- (9) Functions will be serviced by the university's contracted food service (currently ARAMARK), with the exceptions of printed napkins, fresh flowers, and professional photography.
- (10) The University contracted food service will refuse to serve additional alcohol to any guest who becomes inebriated. The responsible party renting Peabody Library will be responsible for the guest(s) and for arranging safe transportation.
- (11) Sam Houston State University is not responsible for personal items or equipment you or your guests bring into Peabody Library. Any items left at Peabody Library for more than 72 hours will become the property of SHSU.
- (12) The use of confetti, rice, bird seed, or rose petals is prohibited. Bubbles may be used outside the building. No shoe polish or shaving cream is allowed. If the building and/or grounds are left littered by the client or their guests the clean up fee will not be refunded.
- (13) Groups must provide their own garbage bags or containers for disposal. All garbage upon completion of the event must be placed in the dumpster on University Drive. If the building and/or grounds are left littered by the client or their guests the clean up fee (paragraph 4) will not be refunded.

- (14) Peabody Library staff will bring to the attention of any responsible party any child or guest found running, playing, or destroying state property. The child and or guest will be asked to leave the premises immediately if the offending behavior continues. Damage incurred will be billed to the responsible party.
- (15) 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 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. Violations of state law will be referred to the University Police.
- (16) There will be no tables or chairs moved into or out of Peabody Library unless there are special circumstances that have been approved by the Office of the President.

**PEABODY LIBRARY**

**INDEMNITY AGREEMENT**

- In consideration for being permitted use of Peabody Library shall indemnify, hold harmless and defend the Texas State University System (TSUS), the undersigned, its regents, officers, employees, and division, including Peabody Library of Sam Houston State University, the released parties, from and against any claims, demands, suits, proceeding, liabilities, judgments, awards, losses, damages, costs or expenses (including legal fees) whatsoever, whether or not brought by or in favor of any governmental agency or other party, and whether or not based on contract, tort (including negligence), sole, jointly, or severally, any theory of strict liability, or infringement of propriety rights, for bodily injury, sickness, death, injury to or destruction of tangible property, and the loss of use or other loss or expense, arising out of or in any manner caused or occasioned in whole or in part, by any act, omission, error, fault, or negligence of the released parties. It is the intention of this indemnity agreement for the using responsible party to indemnify TSUS for any damages it may sustain for the use of the facility no matter which party is legally liable. The undersigned represents that he/she has authority to bind the organization.

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Name of Organization	Date
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Name	Title
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**PEABODY LIBRARY**

SEATING CAPACITIES

Standing Capacity: 80

Seated Capacity: 50

Corporate Bill of Fare - Businesses, Schools, & Organizations  
Operation during regular business hours. (Mon.-Fri., 9:00am–5:00pm)

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**RENTAL FEES**

Full use of Library \$150 function

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Special Occasions Bill of Fare - Personal  
Operation of facility (Mon.-Fri., 5:00pm–10:00pm) (Sat. 9:00am–11:00pm) (Sun. 12:00pm–9:00pm)

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**RENTAL FEES**

Full use of Library \$250 function

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University Related Events  
Hosted by Vice Presidents or Deans

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**RENTAL FEES**

Full use of Library NO CHARGE

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## PEABODY LIBRARY

### ALCOHOL BEVERAGE POLICY

- A. The following policy shall apply for the establishment, organization, and implementation of alcohol beverage service in Peabody Library. 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.”

Peabody Library 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 Peabody Library 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 alcohol beverage license holder may dispense the full range of alcohol beverages for approved special events.
  4. The consumption of alcohol beverages will be limited to the inside area of Peabody Library and grounds.
  5. Alcohol beverages are not permitted in any public area of Sam Houston State University.
- B. Alcohol beverage sales and/or services in Peabody Library are divided into two categories. The categories are established as catered event or Peabody Library 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 alcohol beverages to assure compliance with state law.
  2. Peabody Library sanction events
    - a. Peabody Library sanction events are those functions which are permitted in Peabody Library 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 Beverages Service” form.

### C. Violations

1. Suspected violations of University or Peabody Library 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 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.
2. Violations of state law will be referred to the University Police.

### D. Security

1. 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.
2. 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.
3. 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.

**All reservations with UPD officers will be handled through the Office of the President-Peabody Library Coordinator.**

**PEABODY LIBRARY**

**REQUEST FOR ALCOHOL BEVERAGE SERVICE**

Principle Party: \_\_\_\_\_

- Dean
- Vice President

Function: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to \_\_\_\_\_  
Begin. End

Alcohol Beverage license holder: \_\_\_\_\_

Type of Service Requested:

- Beer
- Wine
- Mixed Drinks
- Full Service Bar

One or more uniformed university police officers (or their designate) shall be required to be on duty throughout the duration of each catered event serving alcohol beverages.

Number of Officers: \_\_\_\_\_ Total Time: \_\_\_\_\_

- Rate of UPD: \$25.00 per hour for each officer. \$50.00 minimal charge. Charges for police service will extend for one half hour beyond ending of event to allow time for participants to vacate the facility.

Notes: \_\_\_\_\_

We acknowledge receipt of the Peabody Library Alcohol Beverage Policy and accept the terms and responsibilities designated therein. If the responsible party does not comply with the rules, Sam Houston State University has the right to cancel the function and all fees paid will be kept by Peabody Library. The responsible party is held responsible for all of the event attendees and will be held responsible for all actions resulting from the use/service of alcohol beverages.

**Responsible Party:** \_\_\_\_\_  
Print Name Signature

**Address:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Use Only

Peabody Library Coordinator: _____	Date: _____	<input type="checkbox"/>	Approval
Licensed Caterer: _____	Date: _____	<input type="checkbox"/>	Approval
President-SHSU: _____	Date: _____	<input type="checkbox"/>	Approved