



**OFFICE OF THE PRESIDENT**  
**OLD MAIN PIT RESERVATION FORM**

**Alcohol Beverage Policy**

The following policy shall apply for the establishment, organization, and implementation of alcoholic beverage service in Old Main Pit. 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." Old Main Pit 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 Old Main Pit 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 offer catering services to events at Old Main Pit.
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 Old Main Pit and grounds.
5. Alcoholic beverages are not permitted in any public area of Sam Houston State University.

Alcoholic beverage sales and/or services in Old Main Pit are divided into two categories. The categories are established as catered event or Old Main Pit 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. *Old Main Pit sanction events*
  - a. Old Main Pit sanction events are those functions which are permitted in Old Main Pit 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 Old Main Pit 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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<b>Requestor Contact Information</b>			
Organization:			
University Department	Student Organization	External Organization	SHSU Alumni Assoc. Member (Century Club and Above ONLY)
Contact Person:		Contact Phone:	
Contact Email:			

<b>Responsible Party Information (For Student Organizations Only)</b>			
Advisor Name:		Advisor Signature:	
Advisor Phone:		Advisor Email:	
*Approved by the Dean of Students:		Date:	

<b>Event Details</b>				
Use Requested:	Ranch House Only	Full Use (Ranch House and Grounds)	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 Old Main Pit:		
Event Title:				
Event Description:				

<b>Please check YES or NO for each item below. *Denotes action is required by Requestor.</b>					
Aramark Catering:	Yes*	No	Decorations:	Yes*	No
**Alcohol Service:	Yes*	No	DJ (must provide ALL equipment):	Yes*	No
Requesting UPD:	Yes*	No			
<b>**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.</b>					

<b>FOR UNIVERSITY POLICE DEPARTMENT USE ONLY:</b>	<b>ARAMARK USE ONLY:</b>	<b>INFORMATION SERVICES USE ONLY:</b>
_____ UPD Services Required      _____ UPD Services Waived	_____ Alcohol Approval Received	_____ Work Order Received
Approved by: _____ Date: _____	_____ Catering Order Received	_____ Work Order Number

All groups using Office of the President facilities are responsible for reviewing the guidelines found with this form.

<b><u>SUBMIT COMPLETED FORM TO:</u></b>
University Events Office of the President Bobby K. Marks Administration Building, Suite 303 <a href="mailto:events@shsu.edu">events@shsu.edu</a> Phone: 936.294.4758    Fax: 936.294.1465

<b><u>OFFICE OF THE PRESIDENT USE ONLY:</u></b>
Date Received: _____
Approved by: _____
Date: _____