



OFFICE OF THE PRESIDENT
PEABODY MEMORIAL LIBRARY RESERVATION FORM

Policy and Guidelines for Operations

POLICY AND GUIDELINES EFFECTIVE AUGUST 1, 2015

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

1. Use of Peabody Memorial Library will be limited to functions for the President's Cabinet and the Council for Academic Deans.
2. All reservations for use of the facility will be made through the Office of the President – University Events.
3. Rental Fee Structure is as follows:

University Related Events – Hosted by President's Cabinet or Council of Academic Deans
<i>Full Use of Peabody Memorial Library</i> <i>No Charge</i>

4. Peabody Memorial Library may be used for formal receptions and special occasions limited to no more than 80 seated persons or 125 standing persons. **These capacity limits will be strictly enforced with no exceptions.**
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 Memorial Library is designated as a “NO SMOKING” facility.
7. 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.
8. Functions will be serviced by the University's contracted food service (Aramark).
9. Alcoholic beverages may be served in conjunction with events held in Peabody Memorial Library 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.
10. The University contracted food service will refuse to serve alcohol to any guest who becomes inebriated. The responsible party renting Peabody Memorial 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 that you or your guests bring into Peabody Memorial Library. Any items left at Peabody Memorial Library for more than 72 hours will become the property of SHSU.
12. The use of confetti, rice, bird seed, or rose petals is strictly prohibited. If the building and/or grounds are left littered by the requestor or their guests, the deposit (see paragraph 3) will not be refunded.
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 Peabody Memorial Library, 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 Peabody Memorial Library will be coordinated by the Office of the President. No tables or chairs will be moved into or out of Peabody Memorial Library unless special circumstances that have been approved by the Office of the President. 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-ups will be made.



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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. **Peabody Memorial Library Capacities are as follows and are strictly enforced:**

Peabody Memorial Library	
<i>Reception Style (Standing and Cocktail Tables)</i>	125
<i>Seated function w/Rounds (max 8 rounds; max 10 chairs p/round)</i>	80



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Alcohol Beverage Policy

The following policy shall apply for the establishment, organization, and implementation of alcoholic beverage service in Peabody Memorial 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 Memorial 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 Memorial 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 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 Peabody Memorial Library and grounds.
5. Alcoholic beverages are not permitted in any public area of Sam Houston State University.

Alcoholic beverage sales and/or services in Peabody Memorial Library are divided into two categories. The categories are established as catered event or Peabody Memorial 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 alcoholic beverages to assure compliance with state law.
2. *Peabody Memorial Library sanction events*
 - a. Peabody Memorial Library sanction events are those functions which are permitted in Peabody Memorial 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 Beverage Service" form.

Violations

Suspected violations of University or Peabody Memorial Library policy, but not state law, who have misused the facility or to have failed to adhere to this policy in all respects, 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. The Office of the President will review the violations 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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Requestor Contact Information			
Department:			
	President's Cabinet	Council of Academic Deans	
Contact Person:		Contact Phone:	
Contact Email:			

Event Details			
Event Title:			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 Peabody Memorial Library:	
Event Description:			

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.**

Equipment (check all equipment needed):	Desired Room Setup
<i>Fees may apply. Laptops are not provided by the Office of the President.</i>	Event Type:
Data Projector/Projector Screen	Reception Seated Meal Conference Chairs Only
Podium w/Mic	
Registration Table w/Chairs	
Other Equipment (list): _____	
Sound System	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.
Wireless Mic/Stand Mic	
Table Top Microphone	

FOR UNIVERSITY POLICE DEPARTMENT USE ONLY:	ARAMARK USE ONLY:	INFORMATION SERVICES USE ONLY:
_____ 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 on the back of this form.

<p>SUBMIT COMPLETED FORM TO:</p> <p>University Events Office of the President Bobby K. Marks Administration Building, Suite 303 events@shsu.edu Phone: 936.294.4758 Fax: 936.294.1465</p>

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