

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

**AUSTIN HALL**

RESERVATION FORM

Principal 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

Please check facility and services requested below:

FACILITY: (the University Living Room, **1<sup>st</sup> floor**)

- Anniversary, Graduation, Rehearsal Dinner in the University Living Room
- Anniversary, Graduation, Rehearsal, or Retirement Dinner in Dining Rooms
- Dinner/ Luncheon in the University Living Room
- Dinner/ Luncheon in Dining Rooms
- Bridal/Baby Shower in the University Living Room
- Reception in the University Living Room
- Wedding on Grounds with reception in the University Living Room
- Use of the house or grounds for photographs
- Other: \_\_\_\_\_

FACILITY: (the University Meeting Room, **2<sup>nd</sup> floor**)

- Anniversary, Graduation, Rehearsal Dinner in the University Meeting Room
- Anniversary, Graduation, Rehearsal, or Retirement Dinner in Dining Rooms
- Luncheon/Dinner in the University Meeting Room
- Luncheon/dinner in Dining Rooms
- Bridal/Baby Shower in the University Meeting Room
- Reception in the University Meeting Room
- Wedding on Grounds w/reception in the University Meeting Room
- Other: \_\_\_\_\_

SERVICES:

- Use of piano
- Catering - All functions will be serviced by the university's contracted catering service (ARAMARK)
- Use of kitchen
- Use of podium
- Meals/Refreshments (please specify): \_\_\_\_\_
- Alcohol Service
- Other: \_\_\_\_\_

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

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

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

PLEASE PRINT OR TYPE:

Responsible Party: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ Dean of Students

Phone No.: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Austin Hall Coord.

**Office Use Only**

**\*\*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 1

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**AUSTIN HALL**

**POLICY FOR OPERATIONS**

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

- (1) Use of Austin Hall will be limited to University Organizations, service groups sponsored directly by the University, current or retired faculty and staff, and Sam Houston State University Alumni Association members, century club, and higher upon the approval of the Office of the President. Arrangements must be made by the faculty sponsor for each University Organization wishing to use Austin Hall.
- (2) All reservations for use of the facility will be made through the Office of the President – Special Events (936) 294.4758. Recognized student groups who wish to use the facility must get a reservation form approved by the Dean of Students Office before submitting the form to the Office of the President.
- (3) To guarantee your reservation, the Rental Contract must be signed and returned with a \$200 deposit that will be refunded so long as (1) Austin Hall is not damaged or needed to be cleaned after the event or (2) the event is not cancelled .
- (4) The remaining balance is due payable thirty (30) days prior to the date of the function. Make Checks 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) The downstairs area of Austin Hall (the University Living Room) may be used for formal receptions, dinners, and special occasions limited to no more than 75 persons, or seated dinners limited to a maximum number of 30 persons.
- (7) The upstairs area of Austin Hall (the University Meeting Room) may be used for formal receptions, dinners, and special occasions limited to no more than 90 persons, or seated dinners limited to a maximum number of 40 persons.
- (8) University sanctioned organizations may use Austin Hall for certain specifically defined formal functions, with strict adherence to the following guidelines. In the case of recognized student organizations, the Department of Student Activities (may or will) monitor the event.
  - a. The limits or numbers of individuals attending as stated in paragraph “6 & 7” above will be strictly enforced. The faculty/staff advisors will be responsible for adhering to these limitations.
  - b. The event will be a conventional daytime university reception, a formal evening reception, or formal sit-down dinner.
  - c. If the event involves a student group, the faculty advisor **MUST** be present for the entire event, and must pick up the key, be responsible for locking the building when the event is over, and must return the key to the Office of the President the next morning.  
**STUDENTS WILL NOT BE GIVEN THE KEY TO THE BUILDING.**
  - d. Because they may require lit candles and “secrecy” that could prohibit the presence of a faculty advisor or building monitor, initiation ceremonies are not considered suitable events for Austin Hall.

- (9) Austin Hall is a designated "NO SMOKING" facility.
- (10) 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.
- (11) Functions will be serviced by the university's contracted food service (currently ARAMARK), with the exceptions of wedding cakes, printed napkins, fresh flowers, professional photography, and live music.
- (12) The University contracted food service will refuse to serve additional alcohol to any guest who becomes inebriated. The responsible party renting Austin Hall will be responsible for the guest and for arranging safe transportation.
- (13) Sam Houston State University is not responsible for personal items or equipment you or your guests bring into Austin Hall. Any items left at Austin Hall for more than 72 hours will become the property of SHSU.
- (14) 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 (paragraph 3) will not be refunded.
- (15) Groups must provide their own garbage bags or containers for disposal. All garbage upon completion of event must be placed in the dumpster on University Drive.
- (16) Austin Hall staff will bring to the attention of the 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.
- (17) 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 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 or indefinitely, from the date of the infraction. Violations of State law will be referred to University Police.
- (18) Hauling, Moving, and Storage will be responsible for set-up and take down of tables and chairs in Austin Hall. 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 purchased through an outside rental company.

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**AUSTIN HALL**

**IDEMNITY AGREEMENT**

- In consideration for being permitted use of Austin Hall shall indemnify, hold harmless and defend the Texas State University System (TSUS), the undersigned, its regents, officers, employees, and division, including Austin Hall 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.

Name of Organization	Date
Name	Title

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**GUIDELINES FOR PHOTOGRAPHERS**

- The fee for taking professional photographs at Austin Hall is \$50.00 per session. This includes the use of the dressing room, half an hour for dressing, and two hours for the photography session.
- Brides should arrive at Austin Hall with hair and makeup ready.
- Personal photography session may be booked through the Office of the President from 8:30 a.m. to 5:00 p.m. Monday-Friday. Shoots should be no longer than two hours and must be completed by 5:00 p.m. The time limits must be followed unless other arrangements have been made.
- No furniture in the house is to be moved. This includes rugs, lamps, floral arrangements, drapes, and sheers, etc. Please note that Austin Hall is decorated for the Christmas Holidays before Thanksgiving. Therefore, wedding portraits should be avoided during December as holiday decorations will appear in the photographs.
- All personal belongings and other items must be picked up before leaving. Please do not leave cups, soda bottles, film wrappers and equipment behind. Trash containers are located throughout the house.
- Sam Houston State University is not responsible for personal items or equipment you or your guests bring into Austin Hall. Any items left at Austin Hall for more than 72 hours will become the property of SHSU.
- If photographs are to be taken outside on the grounds, please bring a sheet or cloth to go under the Bride's dress. For wedding portraits, don't forget the Bride's bouquet.

If you require further assistance please speak to the Special Events Department, (936) 294.4758.

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**AUSTIN HALL**

**SEATING CAPACITIES**

<u>Formal Dining Rooms:</u>		<u>Conference Rooms w/tables:</u>		<u>Receptions:</u>	
Dining Room I	10	Living Room-downstairs	30	Use of Entire Facility	150
Dining Room II	8	Meeting Room-upstairs	40		
Dining Room III	20	<u>Conference Rooms w/out tables:</u>			
Dining Room IV	20	Living Room-downstairs	40		
Dining Room V	20	Meeting Room-upstairs	60		

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

**RENTAL FEES**

Full use of Austin Hall	\$250 function
Use of the Dining Room (per room)	\$ 50 function
Use of the Living/Meeting Room (per room)	\$100 function

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)

**RENTAL FEES**

Ceremony & Reception House & Grounds	\$700 function
Wedding Reception House & Grounds	\$700 function
Special Occasion House & Grounds	\$500 function
Use of Dining Room for Lunch or Dinner (per room)	\$ 50 function
Use of Living/Meeting Room	\$100 function

University Related Events  
Hosted by Vice Presidents, Deans or Academic Departments

**RENTAL FEES**

Full use of Austin Hall	NO CHARGE
Use of the Dining Room	NO CHARGE
Use of the Living/Meeting Room	NO CHARGE

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**ALCOHOL BEVERAGE POLICY**

- A. 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.
- B. 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.

C. Violations

1. 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.

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.

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**REQUEST FOR ALCOHOL BEVERAGE SERVICE**

Principal Party: \_\_\_\_\_

- SHSU Alumni Association Member
- Faculty/Staff
- Outside Organization

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 alcoholic beverages.

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

- Rate of UPD: \$35.00 per hour for each officer. \$70.00 minimal charge. Charges for police service will extend for one half hour beyond the ending of the event to allow time for participants to vacate the facility.

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

We acknowledge receipt of the Austin Hall 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 Sam Houston State University. 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 alcoholic beverages.

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

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

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

Office Use Only			
Austin Hall Coordinator: _____	Date: _____	<input type="checkbox"/>	Approved
Licensed Caterer: _____	Date: _____	<input type="checkbox"/>	Approved
President-SHSU: _____	Date: _____	<input type="checkbox"/>	Approved