

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

GIBBS RANCH

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: _____
Begin End

Please check facilities to be used:

- Ranch House
- Grounds

University Acct. No. to be Charged: _____ \$ _____
Account Amount Date

Check all that apply:

- Food will be served
- Alcohol will be served
- Food will be provided by the group
- Catered

Type of food: _____

Brief Description of Event: _____

Special Arrangements (tables, chairs, trashcans, electricity): _____

PLEASE PRINT OR TYPE:

Responsible Party: _____ Approved by: _____ Date: _____
Dean of Students

Address: _____

Phone No.: _____

Signature: _____

Office Use Only
Approved by: _____ Date: _____
Gibbs Ranch Coordinator

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

Return to: SHSU, Office of the President
Box 2026, Huntsville, TX 77341-2026
Office: (936)294.4758
Fax: (936)294.1465

Conference Ranch House Reservation Form

Sam Houston State University
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President's Office Policy PRE-21

GIBBS RANCH

POLICY FOR OPERATIONS

- (1) Use of the Conference Ranch House or Grounds 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 status and higher upon the approval of the Office of the President. Arrangements must be made by the faculty sponsor or advisor for each university student organization wishing to use the Conference Ranch House or Grounds.
- (2) All reservations for use of the facility will be made through the Office of the President, 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 non refundable deposit of the rental fee within 48 hours. 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 event will be terminated. Prices are subject to change pending on the receipt of the signed contract.
- (4) 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.
- (5) The Conference Ranch House will accommodate up to 30 persons. There are three smaller rooms also available for meetings. The Grounds will accommodate up to 300 persons standing and 130 sitting. The limits on the number of individuals attending will be strictly enforced.
- (6) University sanctioned organizations may use The Gibbs Ranch 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 (5) above will be strictly enforced. The faculty/staff advisors will be responsible for adhering to these limitations.
 - b. The event will be either a conventional daytime university receptions or formal evening reception.
 - 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. "Rush" parties may not be held at the facility.
 - e. Any other event that may require lit candles and "secrecy" that could prohibit the presence of a faculty advisor or building monitor, (Example: Initiation ceremonies) are not considered suitable events.
- (7) The Gibbs Ranch is a designated "NO SMOKING" facility.
- (8) If the kitchen is used by the group, the group is responsible for cleaning the kitchen and hauling off the garbage the day of the function. When a caterer is used, the caterer will be responsible for cleaning the kitchen and hauling off the garbage the day of the function. If the house/and or grounds are left littered by the client or their guests the clean up fee will not be refunded (See paragraph 4).

Conference Ranch House Reservation Form

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December 2010

Initial____ Date_____

- (9) The University Custodial staff will be responsible for the cleaning of floors and bathrooms of the Ranch House.
- (11) Cloths, dishes, utensils, garbage bags, towels, and other supplies will have to be provided by the responsible party using the Conference Ranch House or Grounds.
- (12) The furniture, rugs, and wall pieces are not to be moved and nothing is to be attached to the walls or furniture in the Conference Ranch House.
- (13) Sam Houston State University is not responsible for personal items or equipment you or your guests bring to Gibbs Ranch. Any items left at Gibbs Ranch for more than 72 hours will become the property of SHSU.
- (14) Groups must provide their own garage bags or containers for disposal. Any group that uses the kitchen facilities must remove all garbage upon completion of the event and place the garbage in the dumpster at Gibbs Ranch.
- (15) Compliance with the Alcoholic Beverage Policy established in the Policies and Procedures.
- (16) The responsible party is responsible for moving the appropriate number of tables and chairs for their event. Gibbs Ranch has twenty-five 8 ft tables and 130 chairs stored on location in the garage. The party will be responsible for returning them back to their stored location. 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 rented through a rental company.
- (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.

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GIBBS RANCH

IDEMNITY AGREEMENT

Conference Ranch House Reservation Form

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December 2010

Initial____ Date_____

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

SEATING CAPACITIES

<u>Ranch House:</u> Conference Room = 30	<u>Grounds:</u> Grounds = 300	Grounds w/tables = 130
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Corporate Bill of Fare - Businesses, Schools, & University Student Organizations
Operation during regular business hours. (Mon.-Fri., 7:00am–5:00pm)

RENTAL FEES

Full use of Ranch House and Grounds	\$175 function
Use of the Ranch House	\$125 function
Use of Grounds	\$100 function

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

RENTAL FEES

Full use of Ranch House and Grounds	\$200 function
Special Occasion Ranch House and Grounds (Use of the Ranch) House	\$200 function
Use of Grounds	\$150 function

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

RENTAL FEES

Full use of Ranch House and Grounds	\$ 75 function
Special Occasion Ranch House & Grounds	\$ 75 function
Use of the Ranch House	\$ 75 function
Use of Grounds	\$ 75 function

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GIBBS RANCH

ALCOHOL BEVERAGE POLICY

- A. The following policy shall apply for the establishment, organization, and implementation of alcoholic beverage service in Gibbs Ranch. 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.”

Gibbs Ranch 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 Gibbs Ranch 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 Gibbs Ranch 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 Gibbs Ranch are divided into two categories. The categories are established as catered event or Gibbs Ranch 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. Gibbs Ranch Sanction Events
 - a. Gibbs Ranch sanction events are those functions which are permitted in Gibbs Ranch and are open to the public and/or for which there is a door charge, but where specific invitations have not been issues.
 - 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

Conference Ranch House Reservation Form

1. Suspected violations of University or Gibbs Ranch 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 (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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GIBBS RANCH

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 Gibbs Ranch 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			
Gibbs Ranch Coordinator:	_____	Date: _____	<input type="checkbox"/> Approved
Licensed Caterer:	_____	Date: _____	<input type="checkbox"/> Approved
President-SHSU:	_____	Date: _____	<input type="checkbox"/> Approved