

Return all forms to:
Sam Houston State University
Outdoor Recreation
Box 2387
Huntsville, TX 77341-2387
Office: 936.294.3361
Fax: 936.294.4340

Date:

University Camp RESERVATION FORM

Principal Party: _____ Phone: _____ Email: _____

SHSU Alumni Association Member

Faculty/ Staff (Current or Retired)

Student Organization:

Outside Organization:

Address: _____ City: _____ State: _____ Zip: _____

Type of Function: _____ Approx No Guests: _____

Date of Event: _____ Day: _____ Time: _____

Please check facilities to be used:

Dining Hall Grounds Ropes Courses Pavilion

Faculty Sponsor: _____ Phone: _____ Email: _____
(If applicable)

University Account Number to be Charged:

Account Amount Date

Will food be served? Yes No Will Alcohol be served? Yes No

Will food be provided by the group? Yes No Caterer: _____

Brief Description of Event:

Special Arrangements (tables, chairs, trash cans, etc...)

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Office Use Only

Approved by: _____ Date: _____

SHSU Outdoors

Approved by: _____ Date: _____

Camp Coordinator

University Camp
Sam Houston State University
Policy for Operations

1. Use of the University Camp Dining Hall will be at the discretion of the Department of Recreational Sports. University Organizations, service groups sponsored directly by the University, current or retired faculty and staff, Sam Houston State University Alumni Association members and outside groups interested in reserving the facility are all welcome to submit a University Camp Reservation Form.
2. All reservations for use of the facility will be made through the Outdoor Recreation Program of the Office of Recreational Sports: outdoors@shsu.edu or (936)294.3656. Recognized student groups who wish to use the facility will obtain the reservation form from the Office of Recreational Sports.
3. To guarantee your reservation, the Rental Contract must be signed and returned with deposit of one-half the rental fee within 48 hours.
4. Reservations for university affiliated individuals and non-university affiliated groups are to be made a **minimum of 21** days and a **maximum of 1 year** in advance of event. Student organizations or academic classes may make reservations a **minimum of 10** days and a **maximum of 1 year** in advance of their visit.
5. The remaining balance is due payable one (1) month 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 one (1) month of the event, the scheduled event will be terminated. Prices are subject to change pending receipt of a signed contract.
6. Priority for use of the facilities will be students and students groups, followed by university departments, then SHSU alumni, followed by the general public.
7. The University Camp Dining Hall will accommodate up to 220 persons. The Dining Hall has a large deck, a commercial kitchen, a barbeque pit, and a sound system. Restrooms are located a short walk from the Dining Hall. The grounds are expansive, and will accommodate up to 500 persons. The limits or number of individuals attending will be strictly enforced.
8. **The responsible party, sponsor and/or a University staff person are to be present at all times during an event.**
9. The leasing party is responsible for all arrangements and for seeing that the Dining Hall and Grounds are properly cared for in accordance with University policies. The responsible party, group or individual using the Dining Hall and Grounds will be responsible for any damage to the building, furniture, equipment or environment.
NOTE: It is the responsibility of the leasing party to check out with the University Camp Coordinator or designee at the conclusion of the event being sponsored.
10. 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 Dining Hall/or grounds are left littered by the client or their guests a clean up fee of \$250 will be instituted.

11. The University Camp staff will be responsible for the cleaning of the restrooms.
12. Cloths, dishes, utensils, garbage bags, towels, and other supplies will have to be provided by the responsible party using the Dining Hall or Grounds unless otherwise agreed to in advance with the University Camp Supervisor.
13. NO SMOKING is allowed at the Dining Hall or Grounds.
14. The furniture or equipment of the Dining Hall are not to be moved and nothing is to be attached to the walls unless prior consent has been given by the University Camp Coordinator.
15. Sam Houston State University is not responsible for personal items or equipment you or your guests bring to the University Camp. Any items left at the University Camp for more than 72 hours will be turned over to the University Police for disposal.
16. Compliance with the Alcohol Beverage Policy established in the Policies and Procedures is required.
18. University Camp currently has 22 eight foot rectangular tables, 16 eight foot round tables and 220 chairs. If these are not suitable for the event being planned, the renter will be responsible for finding appropriate dining and seating equipment. All equipment being brought into the facility must first be approved by the University Camp Coordinator.
19. If any group is thought to have misused the facility or to have failed to adhere to this policy in all respects, and if found to have violated this privilege, the group will be barred from using the facility for a minimum of two years from the date of the infraction. Violations of State law will be referred to the University Police.

INDEMNITY AGREEMENT

- In consideration for being permitted use of the University Camp, the renter/responsible party shall indemnify, hold harmless and defend the Texas State University System (TSUS), the undersigned, its regents, officers, employees, along with Sam Houston State University, its officers and employees, 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 the TSUS and Sam Houston State University, its officers and employees for any damages it may sustain for the use of the facility no matter which party is legally liable. The undersigned represents that her/she has authority to bind the organization.

Name of Responsible Person or Organization

Date

University Camp Seating Capacities

Dining Hall		Grounds	
With Tables	220	Grounds	500
Without Tables	350		

University Camp Rental Fee Structure

University/Student Organization

Dining Hall	(No Fundraising)	Cost/Event/Day
	(With Fundraising)	\$200/Event/Day
Low Ropes	(3 Hours, 8 people min)	\$10/person + \$30/Facilitator over 10 people
High Ropes	(3 Hours, 12 people min)	\$12/person
Rustic Camping		\$10/4 people

University Affiliated Individual (Student, faculty, Staff, Alumni) Private Party

Dining Hall		\$150/Under 3 Hours
		\$500/Over 3 Hours
Low Ropes	(3 Hours, 8 people min)	\$12/person + \$30/Facilitator over 10 people
High Ropes	(3 Hours, 12 people min)	\$15/person
Rustic Camping		\$10/4 people

Non – University Affiliated Group or Individual

Dining Hall		\$500/Under 3 Hours
		\$1000/Over 3 Hours
Low Ropes	(3 Hours, 8 people min)	\$15/person + \$30/Facilitator over 10 people
High Ropes	(3 Hours, 12 people min)	\$20/person
Rustic Camping		\$10/4 people

The entire Camp may be rented, but cost will be determined on a case to case basis.

University Camp
Alcohol Beverage Policy

A. The following policy shall apply for the establishment, organization, and implementation of alcohol beverage service at the University Camp. 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.”

University camp is such a “special use” facility and has been so designated by the President.

1. Organizations and individuals requesting to have alcohol served or consumed with an event scheduled must have the University President’s signature approval. A “Request for Alcohol Beverage Service” form must be completed and submitted ten (10) business days prior to the event to the President’s Office Events Department. Therefore, the request should be initiated at least fifteen (15) business 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.
3. The alcohol 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 Dining Hall and grounds.
5. Alcoholic beverages are not permitted in any public area of Sam Houston State University.
6. No glass beverage containers will be permitted outside of the dining hall.

B. Alcoholic beverage sales and/or services at the University Camp are divided into two categories. The categories are established as CATERED EVENTS or UNIVERSITY CAMP 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. University Camp Sanction Events
 - a. Functions which are permitted at the University Camp 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 is the university entity reserving the facility and completing the “Request for Alcohol Beverage Service” form.

C. Violations

1. Suspected violators of University, or University Camp policies, but not state law will meet with the Dean of Students, (in the case of currently registered student organizations) the Director of Recreational Sports, or the President. If the group has been found in violation of any use policies, the group will be barred from using the facility for two years from the date of the infraction or indefinitely. The Dean of Students will review the violations and may refer the violators to the Proper authorities for adjudication.
2. Violations of state law will be referred to University Police.

D. Security

1. At the discretion of the University Camp Coordinator, one or more uniformed University Police officers may be required to be on duty throughout the duration of the event serving alcoholic beverages. Expense for this service will be assessed to the responsible party.
2. If payment for security is to be paid from non-university funds, the 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, the 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 Recreational Sports**

University Camp
SAM HOUSTON STATE UNIVERSITY
REQUEST FOR ALCOHOL BEVERAGE SERVICE

Principal Party:

SHSU Alumni Association Member

Faculty/Staff

Outside Organization

Student Organization

Function:

Date:

Time:

Alcohol Beverage License Holder:

TABC License Number:

Type of Service Requested:

Beer

Wine

Mixed Drinks

Full Service Bar

One or more uniformed University Police Officers may be required to be on duty throughout the duration of each catered event serving alcohol.

Number of Officers:

Time:

- Rate of UPD: \$35.00 per hour for each officer. \$50.00 minimal charge. Charges for police service will extend for one half hour beyond the end of the event to allow time for participants to vacate the facility.

Notes:

We acknowledge receipt of the University Camp 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 the University Camp. 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:

Address:

City:

State:

Zip:

Phone:

Email:

Signature:

Date:

Office Use Only

Camp Reservation Coordinator: _____ **Date:** _____ **Approval Recommended**

President, SHSU _____ **Date:** _____ **Approved**