



**College of Business Administration
Room Reservation Form**

Policy and Guidelines for Reservations

POLICY AND GUIDELINES EFFECTIVE SEPTEMBER 1, 2019

**COBA ROOMS ARE ONLY AVAILABLE TO UNIVERSITY DEPARTMENTS, FACULTY,
STAFF AND STUDENT GROUPS.**

1. Please check at the LSC first for room availability prior to requesting a room in the College of Business Administration (COBA).
2. Use of the COBA will be limited to University departments, faculty / staff groups and student organizations sponsored directly by the University upon the approval from the COBA Dean’s Office.
3. All reservations for use of the facility will be made through the COBA Dean’s Office.
4. The COBA will have priority use of the building. Beyond that, requests will be reviewed on a first-come, first-serve basis.
5. Use of the COBA rooms must adhere to the following guidelines:
 - a. The limits or number of individuals stated in the room capacity outline will be strictly enforced.
 - b. **The key must be signed out and returned by a faculty/staff member. The key must be returned to the COBA Dean’s Office no later than 9:00 AM the next day.**
 - c. **The key will not be checked out to students.**
6. The COBA is designated as a “NO SMOKING” facility.
7. Sam Houston State University is not responsible for personal items or equipment that you or your guests bring into the COBA. Any items left at the COBA for more than 48 hours will be turned over to the University Police Department.
8. The COBA office will bring to the attention of the contact person any damage to the COBA room(s) reserved by the group. It will be the responsibility of the group reserving the room to pay for any damage incurred.
9. If any group is thought to have misused the COBA facility or to have failed to adhere to this policy in all respects, the group will meet with the COBA Dean, and if found to have violated the privilege of using the COBA rooms, the group will be barred by the COBA Dean’s Office 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 the University Police Department.
10. The COBA room capacities are as follows and are strictly enforced:

Room	Capacity	Description	Room	Capacity	Description
SHB 105	32	Computer lab	SHB 303	42	Computer lab
SHB 128	250	Mafrige Auditorium	SHB 306	52	Classroom
SHB 133	53	Classroom	SHB 307	60	Classroom
SHB 134	70	Classroom	SHB 308	48	Classroom
SHB 135	52	Classroom	SHB 331	40	Tiered classroom
SHB 138	87	Tiered classroom	SHB 335	48	Classroom
SHB 139	52	Classroom	SHB 336	47	Classroom
SHB 140	30	Classroom	SHB 337	44	Classroom
SHB 186	178	Haney Auditorium	SHB 338	49	Classroom
SHB 202	32	Computer lab	SHB 340	40	Computer lab
SHB 204	32	Classroom	SHB 341	52	Tiered classroom
SHB 205	20	Conference room	SHB 342	40	Computer lab

Violations

Suspected violations of University or COBA 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 Student Life (in the case of currently registered student organizations) or the COBA Dean, and if found to have violated this privilege, the group will be barred by the COBA Dean’s Office 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 Department.



**College of Business Administration
Room Reservation Form**

Requestor Contact Information

University Department / Organization:			
Contact Person:		Contact Phone:	
Contact Email:		Student Org. Advisor:	

Event Details

Room Requested:	Please use comment box below if more then one room is needed.	Estimated Attendance:	
Event Date:	<input type="checkbox"/> Semester Meeting	Day of Week (select):	<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> Su
Begin Date:		End Date:	
Event Start Time:		Event End Time:	
Event Title:			
Event Description:			
Set-up Requests:			
Comments:	<input type="checkbox"/> SHB 105 <input type="checkbox"/> SHB 128 <input type="checkbox"/> SHB 133 <input type="checkbox"/> SHB 134 <input type="checkbox"/> SHB 135 <input type="checkbox"/> SHB 138 <input type="checkbox"/> SHB 139 <input type="checkbox"/> SHB 140 <input type="checkbox"/> SHB 186 <input type="checkbox"/> SHB 202 <input type="checkbox"/> SHB 204 <input type="checkbox"/> SHB 205 <input type="checkbox"/> SHB 303 <input type="checkbox"/> SHB 306 <input type="checkbox"/> SHB 307 <input type="checkbox"/> SHB 308 <input type="checkbox"/> SHB 331 <input type="checkbox"/> SHB 335 <input type="checkbox"/> SHB 336 <input type="checkbox"/> SHB 337 <input type="checkbox"/> SHB 338 <input type="checkbox"/> SHB 340 <input type="checkbox"/> SHB 341 <input type="checkbox"/> SHB 342		

Equipment (check all equipment needed): Laptops are not provided by the COBA.

- Projector
- Podium
- Handheld Microphone (Auditoriums only) Number: __ (0-5)
- Lapel Microphone (Auditoriums only) Number: __ (0-5)
- Slide advancer for Powerpoint

All groups using College of Business Administration facilities are responsible for reviewing the guidelines accompanying this form.

Signature of Contact Person

Date

*Signature of Student Organization Advisor
(If reservation is for a student organization)*

Phone

Date

Submit Completed Form To:
College of Business Administration
Smith-Hutson Business Building, Suite 100
vnk002@shsu.edu
Phone: 936.294.1254 Fax: 936.294.3612

College of Business Administration Use Only:

Date Received: _____
Approved by: _____
Date Approved: _____