



LOWMAN STUDENT CENTER
SAM HOUSTON STATE UNIVERSITY

SEMESTER RESERVATION REQUEST

All student organizations must have a current Student Organization Contact Form on file with the LSC. Reservation request is not confirmed until a confirmation number is assigned and you receive an e-mailed confirmation.

| <i>Contact Details</i> | | | |
|------------------------|--|-------------|--|
| Organization: | | | |
| Contact Person: | | | |
| Phone: | | SHSU Email: | |

| <i>Meeting Details</i> <i>(1 form per semester meeting)</i> | | | |
|---|--|---|--|
| Day of Week (<i>circle</i>): | Su | M | T W Th F S |
| First Meeting Date: | | | Last Meeting Date: |
| Specific Dates: (if other than weekly) | | | |
| Start Time: | | | End Time: |
| Estimated Attendance: | | | Room Preference: (optional) |
| Layout: | Classroom Lecture Banquet _ U-Shape Hollow Square Conference Table Empty Custom Setup Description: | | |
| Event Title: | | | |
| Description: | | | |
| Equipment: <div><input type="checkbox"/> Projector/TV <input type="checkbox"/> Laptop <input type="checkbox"/> Podium</div> | | | |

SEMESTER RESERVATION AGREEMENT: *I understand and agree to abide by all the rules and regulation of the LSC, and the guidelines in the LSC Operations Policy. I understand that my event will be cancelled in the event that the university is closed due to weather, natural disaster, or national emergency. "All groups using LSC facilities are responsible for reviewing guidelines found on back side of form."*

Signature of Contact Person

Date

Signature of Student Org Advisor

Phone

Date

SUBMIT TO:

Anna Pursley, Suite 331 **Email:** apursley@shsu.edu Phone: 936.294.1760 Fax: 936.294.3803

LSC Semester Reservation Guidelines

GENERAL GUIDELINES:

- 1) Meeting rooms will be selected based on group need, setup, and estimated attendance.
- 2) All events should conclude 30 minutes prior to building closing.
- 3) Each registered student organization is limited to two (2) meeting room reservations per week, with each meeting not to exceed two hours. If additional rooms are available, organizations may reserve rooms no more than 2 days in advance.
- 4) Student organizations are limited to two (2) Ballroom reservations per semester. In the event the Ballroom is available, organizations may request additional Ballroom reservations no more than two (2) weeks prior to the event.

ALCHOLIC BEVERAGE & FOOD GUIDELINES:

- 1) Organizations desiring to have alcoholic beverages served in conjunction with an event must complete the [Alcohol Beverage Service Request Form](#) at least fifteen (15) business days prior to the event.

DECORATING:

- 1) The LSC Office must approve all decoration plans and props prior to installation. Failure to comply will result in appropriate charges or loss of LSC reservation privileges.
- 2) **Prohibited Items:** Clear or transparent tape, duct tape, glue, hot glue guns, irons, thumbtacks, or nails on doors, posts, ceilings, walls, floors, windows, furniture, or other building fixtures, or any flammable materials.

LATE CANCELLATION/NO SHOW FEES:

- 1) Cancellation of events must occur 24 hours prior to the event start time for meeting rooms, and 48 hours prior to the event start time for the Ballroom, Theater, rooms 320, 230, 241, and 242. Cancellations can be made by contacting the LSC Office. Failure to show up for or cancellation of a reservation in the LSC will result in either a fee or loss of LSC privileges.

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